



CAREER OPPORTUNITY NOTICE

The Beaumont Office is now accepting job applications from qualified individuals for the following position.

CONTACT	LOCATION	DEPARTMENT	JOB TITLE
Lavette Skeeters	Beaumont	Operations	Client Service Manager I

WEEKLY HOURS	40 – Full Time
POSITION DESCRIPTION:	Meets or exceeds all sales/referral and productivity goals for branch. Ensures operational integrity of the branch, including branch audits, monthly certifications, compliance training and loss prevention. Maintains exceptional customer service within the office. Responsible for staff management to include recruiting new employees, maintenance of performance measurement scorecards, and scheduling efficiency. Creates a result's - oriented atmosphere through enthusiastic and effective coaching and team building.
JOB DUTIES:	<ul style="list-style-type: none"> • Responsible for branch sales, income and service goals based upon Bank's business plan. • Promote/ sell/open Bank products and services to new and existing Bank customers through in-person contact, telephone, written correspondence, and occasional outside sales calls. • Respond to inquiries/resolve complex technical problems on customer accounts. • Meet/Exceed all standards of Sales and Service of individual performance measurement and maintain accurate records of all production goals of direct reports. • Ensure operational integrity of branch functions through timely certifications, report review, and regulatory/audit compliance. • Effectively manage staff through performance coaching, counseling and disciplinary action as warranted. • Cross train staff /insure proper coverage for branch open hours. • Ensure efficiency of scheduling/workflow. • Provide project support to other units as assigned.
QUALIFICATIONS:	<ul style="list-style-type: none"> • 4 to 7 years of branch operations oversight, including teller, new accounts, and certifications. • Proven supervisory skills. • Proven sales abilities. • Excellent Customer service skills. • Basic computer skills. • Certified BSA training.
PAY RANGE:	\$28.00 - \$36.00 per hour

HCN Bank is an Equal Employment Opportunity Employer

Date: October 25, 2023