



Private Banking Assistant

Riverside, California

HCN Bank is dedicated to providing exceptional banking services with a focus on customer satisfaction and technological innovation. Join our team and contribute to a dynamic and supportive environment where your skills can thrive.

Position: Private Banking Assistant
Department: Private Banking
Reports to: VP/Private Banking Officer
Type: Full-time, Non-Exempt
Pay Range: \$23.00/hr - \$25.00/hr
Posted Date: 07/16/2024

Job Summary: As a Private Banking Assistant, you will assist and support the Private Banking Officer with administrative tasks and provide exceptional customer service to Private Banking Clients. You will ensure compliance with all federal and state laws and regulations while performing accurate transactions and maintaining operational integrity.

Key Responsibilities:

- Perform accurate transactions: account opening, wire transfers, account transfers, negotiable instruments, process block entries, etc.
- Complete enrollment forms and set up services for customers, including Remote Deposit Capture, ACH origination, and Online Banking.
- Provide exceptional customer service in-person and over the phone.
- Respond to customer requests and resolve issues effectively.
- Prepare reports as directed.
- Adhere to risk management procedures to limit operational/transactional loss exposure.
- Maintain knowledge of operations procedures, bank products, services, and regulations.
- Perform miscellaneous duties as assigned.

Qualifications:

- Strong organizational and time-management skills.
- Proficiency with Microsoft Office and other standard office software.
- Excellent written and verbal communication skills.
- Attention to detail and accuracy in data entry and reporting.
- Ability to manage multiple tasks and prioritize effectively.
- Basic understanding of banking operations and procedures preferred.
- Ability to work independently and support a team environment.



Why Join HCN Bank? At HCN Bank, we know that in order to support our customers and provide for our shareholders, we first must support and provide for our employees. We encourage a collaborative work environment and empower our employees to take ownership of the Bank's success and growth.

We are committed to the growth and progress of our employees. The Bank has an education assistance program offering tuition assistance, invests in our employees' future through an Employee Stock Ownership Plan, and matches a portion of their 401K contributions. We also pay a portion of employee and dependent healthcare premiums.

At HCN Bank, we believe in a healthy work-life balance and provide generous vacation and sick time to ensure our employees can recharge and take care of themselves and their families. Over half our employees have been with us for over 5 years, with one-third exceeding 10 years of service. We treat our employees to annual events such as summer picnics, holiday parties, and recognition events to show our appreciation for their hard work. Our team members are the driving force behind the Bank's success, and our benefits program is our way of giving back.

Although we think we've built something special, we are always looking for ways to make the Bank an even better place to work. We hope you will consider being a part of our journey.

Apply Now: Submit your resume and cover letter to hrjobs@hcnbank.com.

HCN Bank is an Equal Opportunity Employer.