



Universal Banker

Beaumont, 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: Universal Banker

Department: Operations

Reports to: Client Services Manager / Operations Officer

Type: Full-Time, Non-Exempt

Pay Range: \$22.00/hr - \$24.00/hr

Posted Date: 6/13/2025

Job Summary:

As a Universal Banker, you will support branch growth by promoting new business and cross-selling Bank products to new and existing customers. You will deliver exceptional service while assisting with complex transactions, processing teller functions, and opening accounts. Your knowledge of HCN Bank's products and services will help build long-term customer relationships.

Key Responsibilities:

- Promote and sell bank products and services through in-person interactions, phone calls, written communication, and occasional off-site outreach.
- Assist customers with transactions, including deposits, withdrawals, check cashing, and credit card advances.
- Open new personal and business accounts, recommending appropriate products and services.
- Provide information and referrals for additional banking services such as remote deposit capture, ACH origination, online banking, and loans.
- Maintain thorough knowledge of bank operations, products, services, and applicable regulations.
- Ensure compliance with Federal and State laws and all Bank policies.
- Maintain accurate cash drawer and adhere to cash control procedures.
- Assist in balancing the ATM and processing Night-Drop and Mail transactions.
- Support other branch locations and team members as needed.
- Participate in sales promotions and training initiatives.

Qualifications:

- Experience: 6 months to 1 year of experience in new account openings and teller functions preferred.
- Education: High school diploma or equivalent.
- Skills:
 - Strong interpersonal communication and customer service abilities.
 - Proficient in identifying customer needs and recommending suitable products.
 - Detail-oriented with the ability to follow established procedures.
 - Familiarity with banking systems such as Fiserv Premier.
 - Demonstrated problem-solving skills and a proactive attitude.
 - Willingness to support multiple branches and train team members.



Why Join HCN Bank? At HCN Bank, we know that 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 employees 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.