CAREER OPPORTUNITY NOTICE

The Eastside Branch is now accepting job applications from qualified individuals for the following position: Merchant Client Services Representative

Contact Information: Claudia Mayo – CSM, Eastside Branch Operations

Please submit resumes to: cmayo@bankofhemet.com

Department: Eastside Branch Operations
1600 E. Florida Ave., Hemet, CA 92544

Weekly Hours: Full Time Position / 40 hours weekly

Qualifications: Requires minimum of two years teller/merchant teller and vault teller experience. Proven exceptional customer service skills. Good communication skills, ability to follow procedures. Basic clerical, math and computer skills required. Must be able to work on Saturdays. High school diploma or equivalent. Certified BSA training.

Job Duties: Promote new business and cross-sell bank products to existing customers. Provide exceptional customer service while processing over the counter transactions and responding to in-person and telephone customer requests. Maintain acceptable cash balancing/cash control records to meet Bank guidelines. Must be accurate and have the ability to process large volume of transactions for merchant customers. Adhere to prudent risk management procedures to limit operational loss exposure to the Bank. Meet/exceed all standards of sales and service performance measurements. Maintain knowledge of operations procedures, bank products and services including all applicable regulations. Duties will include: processing customer transactions such as deposits/withdrawals within guidelines; cash checks and obtain approval when needed; process cash advances; issue cashier and travelers checks; stop payment request; file signature cards, process loan and tax payments; process merchant/night drop transactions; ordering and verifying coin and currency received to/from bank; balancing of vault/ATM; and cash handling. May open new accounts as needed. May assist in new teller training. Perform miscellaneous duties as assigned.

Send resume if you have an interest in applying for this position and meet the qualifications listed above.

The Bank of Hemet is an Equal Employment Opportunity Employer.