

The **Beaumont Branch** is now accepting applications from qualified individuals for the following position:

Universal Banker (Full Time)

Department: Beaumont Operations

Contact: Martha Preciado, AVP/Client Service Manager (x4198)

Position Description: Supports branch growth by promoting new business and cross selling Bank products to new and existing customers. Provides exceptional customer service by performing accurate transactions and meeting all Bank of Hemet service standards. Ensures compliance with all Federal and State laws and regulations. Assists customers with complex transactions. Is knowledgeable of the Bank's products and services and builds customer relationships by choosing appropriate types of accounts. Pro-actively participates in all Bank promotions and sales efforts.

Responsibilities:

- Promotes and sells Bank products and services to new and existing Bank customers through in-person contact, telephone, written correspondence and occasional outside sales calls
- Meet/exceed all standards of Sales and Service performance measurement and maintain accurate records of all production/results
- Provide information and referrals to customers seeking other services; including but not limited to electronic banking offerings and cash management products
- Give exceptional customer service while responding to in-person and telephone customer requests and inquiries
- May assist with teller transactions including running a cash drawer as needed
- Maintain acceptable cash balancing /cash control records to meet all Bank guidelines
- Ensure financial transactions are completed accurately and efficiently, while complying with all policies, procedures and regulatory banking requirements
- Maintain excellent knowledge of operations procedures, bank products and services and all applicable regulations
- May assist in training new Financial Service Representatives
- Perform miscellaneous duties as assigned
- May train other Financial Service Representatives

Desired Skills:

- Excellent interpersonal communication and problem-solving skills
- Demonstrated customer service skills
- Detail-oriented with an ability to follow procedures
- Ability to resolve problems and effectively deal with client issues
- Knowledge of bank operations and procedures
- BSA knowledge
- High school diploma or equivalent
- Six (6) months to one-year sales experience preferred
- Six (6) months to one-year bank teller experience preferred

Contact Martha Preciado if:

- You are interested in the position, or if you know of someone who would be interested
- You have any questions regarding the position