

Bank of Commerce is currently looking for an energetic individual to add to our Chanute, Kansas branch. Candidates should demonstrate strong customer service skills, attention to detail and the ability to multi-task when needed.

PLEASE APPLY AT: www.boc-ks.com

Equal Opportunity Employer

JOB SUMMARY:

Works closely with customers to fulfill their banking needs and connect them with account services. Performs a variety of receptionist, secretarial and clerical duties as well as handling day-to-day transactions. Handle customer communications, business correspondence, client relations both in person and via e-mail and phone.

TELLER DUTIES:

- Recording transactions.
- Reconciling cash drawers.
- Promoting the bank's products and services.
- Communicating with other bank team members.

SKILL REQUIREMENTS:

Prior banking experience preferred but not required. Candidates should demonstrate strong customer service skills, attention to detail and the ability to multi-task when needed. Must be willing to work with a team and come to work with a positive attitude.

SALARY:

\$10.00 - \$14.00 per hour

WORK DAYS/HOURS:

1620 S Santa Fe

Monday - Tuesday

12:00 PM – 2:00 PM

Wednesday – Friday

12:00 PM – 5:00 PM

Saturday Morning

8:45 AM – 12:15 PM, every other Saturday

21 S Grant

Monday – Tuesday

12:00 PM – 5:00 PM

Wednesday – Friday

12:00 PM – 2:00 PM

Saturday Morning

8:45 AM – 12:15 PM, every other Saturday at 1620 S Santa Fe