



JOB POSTING NOTICE

About UMWSB:

We are not your typical bank and we like it that way. Our four business pillars, SBA Lending, Consumer Lending, Mortgage Lending, and Deposit Banking allow us to attract unique candidates of all experience levels to join our growing team.

Job Title: CUSTOMER SERVICE REPRESENTATIVE (PT)

Schedule: Monday – Saturday, 20 hours per week, Non-Exempt

Location: West Manchester, Ohio

Reports to: Branch Manager

Position Summary:

The position of Customer Service Representative [CSR] is responsible for performing routine and intermediate branch and customer services duties, accepts retail and commercial checking and savings deposits; processes loan payments; cashes checks and savings withdrawals; assists with night depository and vault duties. May be responsible for new account transactions; assisting customers in their selection of various accounts and financial services, cross-selling bank's products and services; opening, maintaining and closing of all product types; performing branch clerical duties; promotes business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services. Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations.

QUALIFICATIONS:

- High school diploma or general education degree (GED); or 6 months related experience and/or training; or equivalent combination of education and experience

Benefits:

- Paid Time Off (PTO)
- 401K

How to Apply: Email resume to careers@umwsb.com



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