

## **Operations/Electronic Services**

### **Important day-to-day responsibilities include:**

- Provide an extraordinary customer experience for all those you come in contact with.
- Ensuring efficient and accurate process and balancing of financial transactions that flow through the organization
- Provide exceptional service and support to every customer and co-worker using specialized knowledge regarding the digital and interactive solutions used by our customers.
- Serve as a digital product expert, and support systems for the banker/sales team.
- Learning and adhering to the rules and regulations of a bank employee.

### **Qualifications for this Opportunity:**

- Previous banking experience preferred
- Commitment and willingness to learn and grow in your career
- Understanding the extreme value in serving others
- Exceptional communication skills
- Functional Expertise
- Confidentiality
- Strong Business Acumen
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### **Benefits Included in this Opportunity:**

- 100% Employer Paid Health and Dental Insurance Premiums for each employee
- HSA Contribution available
- Life Insurance and Long Term Disability Insurance
- 401k and Employee Stock Ownership Retirement Plans
- Flexible Spending Plan
- Vision Insurance Plan
- PTO and paid holidays

**Hours:** Monday – Friday, 8:00 am to 5:00 pm

**Direct report to: Chief Technology Officer**

