



Universal Banker
Rockmart, GA

We are currently seeking a Universal Banker for our Rockmart Office. This position is a combination of a Customer Service Representative and Teller.

Job Skills:

Preferred candidates will be required to have a high school diploma. Previous banking experience is a plus, but not required.

Additionally, candidates must possess the following skills:

- Fast and accurate data entry and typing skills
- Ability to work in a team-oriented environment.
- Proficiency in Microsoft Office applications including Word, Excel and Outlook
- Outstanding phone etiquette, communication skills, and maintain a professional appearance

Primary Job Duties Include but Not Limited To:

- Answering phones in a timely and professional manner.
- Assisting customers on phone and in branch.
- Opening checking, savings, certificates of deposits and IRA accounts.
- Assist customers with funds transfers, stop payments, inquiries about bank deposit products and service charges, ATM and debit cards.
- Cross-sell bank products and services based on customer needs.
- Research and resolve customer problems.
- Provides account services to customers by receiving deposits and loan payments; cashing checks; recording night and mail deposits; selling cashier's checks.
- Reconciles cash drawer daily.
- Buy and sell currency from the vault as necessary, ensuring that teller drawer cash limits are not exceeded per bank policy.
- Maintains customer confidentiality.
- Other duties as assigned by supervisor.

Salary will be commensurate with experience. We offer excellent benefits, including a 401(k) plan with industry leading matching contributions, excellent health insurance and life insurance, paid holidays, vacation and sick days, and a congenial working environment.

Qualified candidates should email resume to resumes@centurybanknet.com

Equal Employment Opportunity

