



## Job Posting Courier

We are searching for a dynamic person with great customer service skills to fill our part-time Courier position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume or application by email to:  
Human Resources, [careers@onecommunity.bank](mailto:careers@onecommunity.bank)

### Summary:

The courier driver picks up and delivers client deposits, loan payments, documents, packages, and supplies on a deadline. This position is directed by the AVP, Bank Manager, however, is an independent worker who makes deliveries using a bank furnished vehicle. Our couriers are expected to safely transport financial instruments in a time-sensitive and careful manner.

### Essential Duties and Responsibilities include the following:

- Provide timely deliveries to clients and all bank locations
- Reports vehicle issues/concerns to the AVP, Bank Manager
- Exhibits excellent customer service skills in all situations
- Provides a positive and professional image of the Bank
- Only fuels vehicle when Bank and client 'packages' are not present in the vehicle
- Obeys all traffic laws and regulations
- Provide a dependable and reliable service
- Ability to be organized and structure the most efficient routes
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands

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[onecommunity.bank](http://onecommunity.bank)