



## Job Posting Client Services Representative/Teller

We are searching for dynamic and highly motivated individual to fill our full-time Client Services Representative/Teller position at our McFarland location. Successful candidates will have strong organization skills, the ability to proficiently perform a wide variety of tasks with a strong attention to detail and solve client questions and concerns with warmth and a collaborative spirit. Cash handling experience preferred. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume or application by email to:

Talent at [careers@onecommunity.bank](mailto:careers@onecommunity.bank)

### Essential Duties and Responsibilities include the following:

- Greets and directs all incoming and outgoing clients and non-clients on a daily basis with courtesy and consideration; stays within the vicinity of the reception area at all times and coordinates with the Bank Manager for substituting during any absence.
- Assists the Client Contact Center with the overflow of incoming calls on a daily basis with courtesy and consideration and assists those callers with their banking questions.
- Performs routine clerical functions as requested.
- Assists other departments with duties and projects as assigned.
- Must be able to observe clients coming in and leaving the Bank.
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands.
- Processes all banking transactions
- Maintains coin and currency accurately
- Understands and utilizes Bank products and services
- Recognizes opportunities to promote the Bank products and services
- Represent the Bank in community activities and organizations

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