



## FIRST CHATHAM FAMILY OF BANKS

First Chatham Bank, a local community bank located in beautiful Savannah, Georgia, is looking for a Personal Banker I, full-time benefitted. Please see Job Description below. First Chatham Bank offers a competitive benefits package. Any questions can be directed to Nannette Cafiero or Gail Perkins in the Human Resources Department ([ncafiero@firstchatham.com](mailto:ncafiero@firstchatham.com) or [gperkins@firstchatham.com](mailto:gperkins@firstchatham.com)).

**Fulltime Position:** Personal Banker I

**FSLA Status:** Non-Exempt

**Position Summary.** Provides customers in lobby area with a complex variety of account-related service assistance. Opens new accounts while utilizing cross-selling techniques and makes decisions regarding appropriate services for customers. Provides customer service to existing customers.

### **Essential Functions**

- Greets and directs customers.
- Explains various services available and assists customers in selecting these services.
- Opens various types of new accounts; processes debit card and check orders.
- Opens IRA accounts and handles specific customer paperwork on request.
- Performs a variety of other tasks, such as filing, copying, and distributing and opening mail.
- Opens and closes safety deposit boxes; assists with inventory of deceased customers' boxes.
- Provides maintenance for existing accounts; maintains confidentiality of customer accounts.

### **Additional Responsibilities**

- Performs other duties as assigned by Branch Manager as they relate to the Bank and its functions.

### **Required Education, Experience, and Skills**

- High school diploma or equivalent preferred.
- Prior banking experience preferred.
- Must possess excellent interpersonal skills to represent the Bank in a positive way in dealing with customers and other employees.
- Ability to operate standard office equipment such as a computer, adding machine, copier, fax, printer.
- Successful completion of any compliance training deemed necessary by the Bank

The above listed responsibilities are not intended to be all inclusive of job duties, but rather a list of the major duties and responsibilities associated with the particular position.

### **Employment Eligibility Verification:**

Employees are required to present proof of identity and eligibility to work in the U.S. FCB participates in E-Verify. Interested candidates should email their resume to [humanresources@firstchatham.com](mailto:humanresources@firstchatham.com).

FCB is an Equal Opportunity Employer committed to diversity in the workplace.