



## **Personal Banker**

We are currently seeking Personal Bankers for positions in Macon/Warner Robins. Candidates should possess a minimum of 2 years banking experience, preferably as a Personal Banker.

### **Essential Functions**

- Opens and processes new personal and business accounts, including DDA, savings and certificates of deposit, safe deposit boxes, debit cards, and other bank products.
- Maintains existing accounts by researching and verifying account information and resolving problems for customers as necessary
- Assists in the delivery of quality customer service through personal contact with customers and prospects, while adhering to company quality standards.
- Answers phone and assists callers and/or transfers callers to appropriate personnel.
- Quotes products and rates in effort to promote and inform customers of the Bank's services and products.
- Meets and greets customers.
- Ensures compliance with State and Federal rules, regulations, and laws.
- Participates in various forms of business development.
- Processes wire transfers.
- Ensures that the appearance of the lobby and personnel are neat, organized, and in accordance with Bank policy.
- Assists customers with safe deposit box services.
- Assists other bank staff in helping customers as needed.
- Works to meet existing branch performance standards in areas such as operating loss control, bank secrecy, and compliance with established policies and procedures.

### **Additional Responsibilities**

- Works as Teller when needed adhering to the Bank's teller standards, policies, and procedures.
- Assist customers with entry into their safe deposit box.
- Attends staff meetings as required.
- Performs clerical tasks such as photocopying, typing, filling and mailing various bank correspondences.
- Provides support to areas of the bank such as operations, loan operations, etc. as needed.
- Performs other duties as assigned.

**Required Education, Experience, and Skills**

- High school diploma or equivalent required.
- Position requires 2 years banking experience, preferably as a Personal Banker.
- Successful completion of Personal Banker training and any other compliance training deemed necessary by the Bank.
- Capability to lift a minimum of 30 lbs.

**Benefits include but are not limited to**

- Medical insurance
- Dental insurance
- Vision insurance
- Flexible spending account
- Short term and long term disability
- Life & dependent life insurance
- AFLAC insurance
- 401k Plan
- Paid vacation and sick time

Interested candidates should send their resume to [humanresources@americanpridebank.com](mailto:humanresources@americanpridebank.com).