



There is an immediate opening at United Community Bank for:

Customer Service Representative

Location: Stockbridge

SUMMARY: In compliance with established policies and procedures, the CSR performs a variety of high-quality customer service functions. The position is responsible for providing financial institution products and services to customers to fulfill their financial needs. Some daily functions include answering questions about United's products and services, actively selling products and services in a courteous and professional manner, and representing the bank in a positive way at all times.

JOB REQUIREMENTS:

- High School diploma or equivalent
- Successful completion of in-house training program
- Interpersonal skills necessary to relate to and empathize with others
- Good oral and written communication skills, as well as good selling skills
- Experience in sales preferred
- Ability to maintain a friendly, cheerful, and courteous demeanor throughout the workday
- Ability to operate bank software programs
- Operation of standard office equipment
- Proficient keyboarding skills
- Thorough knowledge of financial institution products and services
- This position may require back-up to various retail banking roles
- Participate in all required compliance training, including Bank Secrecy Act/anti-money laundering training, as well as internal and external training programs, online training, meetings, and seminars/conferences, etc.

Apply directly online at <https://www.ucbi.com/Why-Choose-United/Discover/Careers>

United Community Bank is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities. EEO is the Law.