



Management Trainee

Full Time

Small Community Bank is looking for a person interested in learning Bank Management. The Management Trainee will be exposed to all areas of the bank and will perform various jobs to learn how each area interacts with daily bank operations to provide excellent service to our customers. The Management Trainee may work as a Teller, Customer Service Representative, Loan Processor, Bookkeeper, and/or Operations Assistant. All training will be provided by an experienced individual in each position. The Management Trainee will complete and understand training courses related to Federal and State Bank Regulations and other areas as needed.

Basic Requirements

Degree in business, finance, or related field is preferred

Efficient in Word, Excel, and Outlook (Other software program knowledge is a plus)

Effective written and verbal communication skills

Ability to be attentive, listen, and understand what is needed to effectively

Motivated and takes initiative to complete projects or tasks timely and accurately

Be a respectful team player and interact well with others

Read, Understand, and Follow Bank Policies and Procedures

Successfully complete training courses

Professionalism in behavior and appearance

Display personal integrity and ethics

Be willing to relocate to the community

Interested parties should contact Cindy Marshall at 706-647-8951 or email resume to cmarshall@wcgb.com and indicate position of interest.