



## Job Posting

<b>POSITION TITLE</b>	Personal Banker
<b>DEPARTMENT / LOCATION</b>	Edna
<b>SALARY</b>	Commensurate with Experience
<b>FLSA STATUS</b>	Non-Exempt
<b>POSTING DATE</b>	05/01/2019

R Bank's foundation is our community, our customers, our employees, our shareholders and our bankers. We are a locally owned and operated business with a value proposition of developing a high touch relationship with our customers while providing high tech solutions to their financial needs. The technology that we employ allows us to provide a state of the art banking experience in a relaxed environment.

### **GENERAL DESCRIPTION/PURPOSE:**

This position provides excellent customer service to our customers and is able to perform a broad range of banking services including deposit transactions, new account openings, account maintenance and routine teller functions while following bank policies and procedures. This position will support the branch by ensuring coverage for all branch hours, including some Saturdays as well as assisting the management team with business development initiatives.

### **COMPANY GENERAL POLICY & PROCEDURE:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competence of the employee in performing his or her job duties will be demonstrated, maintained and improved on an ongoing basis.

The statements contained in this position description reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered a detailed description of all the work requirements that may be inherent in the position.

### **DUTIES AND RESPONSIBILITIES:**

- Provides prompt, efficient and friendly services to customers.
- Recognize customer needs and make recommendations respective to R Bank's products and services.
- Process deposits and pay out funds in accordance with bank procedures, to record all transactions accurately and balance each day's operations.

- Promote, prepare and sell bank related products and services such as cashier's checks, bank-to-bank wires, savings bonds, certificates of deposit, etc.
- New accounts, including personal and non-personal entities
- Other duties as assigned

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- High school diploma or equivalent
- 2+ years teller/personal banking experience
- Ability to fluently speak, read and write in English
- Proficient with basic math concepts
- Excellent customer contact skills; comfortable asking questions/interviewing customers about their financial situation; strong listening skills; work effectively with co-workers
- Ability to learn products, services and procedures quickly and accurately; explain concepts clearly to customers
- Detail oriented with the ability to organize and prioritize work
- Flexible and adaptable; able to work under pressure and handle sensitive information in a confidential manner
- Dependable and works as scheduled
- Ability to operate a computer and other standard office machinery
- Ability to pass background investigation and drug screen to the satisfaction of R Bank

**PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to speak Spanish

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must frequently lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**BENEFITS PACKAGE:**

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, EAP, and a Wellness Program. You can learn more about R Bank and our services at [www.rbanktexas.com](http://www.rbanktexas.com).

**APPLY:**

If you meet all of the minimum qualifications for this position and would like to apply, please upload your updated resume via [www.rbanktexas.com](http://www.rbanktexas.com).

**R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability.**