

Employment Opportunity Announcement

Position: Traveling Customer Service Associate “Relief Teller”

Department: Financial Centers in Fayette, Shelby & Tipton Counties

Date Announced: February 18, 2016

Deadline for Receipt of Request Forms: February 25, 2016

Position Description: Serves in key sales role to match the Bank’s products/services with customer’s needs. Recognizes customer’s needs for additional products/services and makes timely and appropriate referrals. Entrusted with handling cash, providing “Welcome Home” experience to customers, and properly processing transactions. Exercise some independent judgment under moderate supervision.

Must demonstrate the ability to communicate with customers one on one in a friendly/courteous manner. Must handle challenging situations in a professional manner and make it obvious to the customer that assisting him/her is of the most important priority.

Qualifications: Excellent customer/employee relationship skills, team worker, problem solving skills and basic computer skills. A minimum of two years customer service experience is preferred.

Working Conditions: Available to work as needed Monday thru Thursday 8:00 am to 5:00 pm; Friday 8:00 am to 6 pm.

Application Procedure: Interested employees may obtain an Employment Opportunity Request Form from the Human Resources Office. Completed forms must be submitted to the Human Resources Office no later than 5 PM on 02/25/16. All interested employees will be notified of the disposition of their requests.

Wage Level I: \$10.10 to \$12.00

Wage Level II: \$12.00 to \$15.00

EEO/AA/M/F/VETS/DISABILITY

First Citizens National Bank
“Employee Owned Community Bank”