

Official Job Title: Personal Banker
Full/Part Time: Part-Time 25 hours Weekly
Status: Overtime Eligible

General Function:

Entry into a sales position with a primary focus on sales development and relationship building through the promotion of deposits, loans, fee-based services and retention of clients. Responsible for selling a full range of banking products and services to existing and prospective customers while providing specialized client services.

Essential Job Functions:

Actively enhances client relationships with Level One Bank clients/prospects.
Accepts and accurately processes all financial service transactions.
Provides basic banking sales solutions for basic deposit products and consumer loan products.
Provides sales assistance to walk-in clients.
Develops and maintains a working knowledge of all Level One Bank products and services.
Maintains responsibility for cash drawer and follows proper balancing procedures.
Opens all account types of Level One Bank products completely and accurately.
Identifies client needs for products and services and makes the appropriate referrals as needed.
Meets established goals.
Engages in proactive contact with clients to ensure client satisfaction and possible identification of additional client needs.
Acts as a resource to identify client servicing issues so that resolution can occur and the client retained.
Ensures compliance with operational, security and audit procedures.
Participates in all required meetings.
Demonstrates commitment to high performance by modeling Level One Bank values in all internal and external interactions.
Acts as a trusted advisor and ensures that every client is proactively contacted at least once a quarter.
Develops new and expands existing client relationships by participating in business development activities.
Actively participates in community organizations.
Participate in special projects and assignments as required.
All other requirements of job position not outlined.
Saturday hours required.

Required Skills:

Two year Business Associate Degree, Undergraduate degree in business related field or equivalent experience.
Minimum of two (2) years in financial services with experience in developing current and new customer relationships, achieving sales goals and building referral sources.
Demonstrate strong customer service skills.
Excellent communication skills both verbally and written.
Ability to work in a team environment.
Financial services product knowledge.
Accurate cash handling skills.
Demonstrate attention to detail and focus on task at hand.
Demonstrate organizational skills while managing multiple tasks.