

Job Title: New Accounts

Location: Island Branch

Status: Full time

Description: The position of New Accounts Representative is responsible for processing all new account transactions; assisting customers in their selection of various accounts and financial services; cross-selling the Bank's products and services; opening, maintaining and closing of all account types; performing branch clerical duties; promotes business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services. The position of New Accounts Representative also is required to be fully knowledgeable and skilled in the areas of safe deposit (if applicable) and basic branch operation functions.

Skills/knowledge: Able to meet the New Accounts performance standards.

Education/work experience/licenses: High school diploma or equivalent required. At least one year of cash handling experience. Prior banking experience preferred.

Application information

We accept applications and resumes only for current job openings. Resumes will be accepted; however, an application must be completed to be considered for employment.

Resumes and applications should be sent to:

Faxed: 361-888-3796
Subject: Island New Accounts

Or

Emailed: jharris@fcbot.com
Subject: Island New Accounts

Equal Opportunity Employer