

Job Title: Teller/New Accounts

Location: First Community Bank Building 1st floor, Corpus Christi

Status: Full time

Description: The position of Teller performs routine branch and customer services duties; accepts consumer and commercial checking and savings deposits; processes loan payments; cashes checks and savings withdrawals; promotes business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services. This position also assures compliance with all bank policies and procedures, as well as, all applicable state and federal banking regulations.

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 Teller and New Accounts performance standards.

Education/work experience/licenses: High school diploma or equivalent required. At least one year of cash handling experience. Prior teller/new accounts 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 faxed to 361-888-3796 or emailed to jharris@fcbot.com

Equal Opportunity Employer