



PERSONAL BANKER POSITION

Main Bank – Geneseo, IL

Full Time

Monday through Friday and some Saturday mornings

Non-exempt Hourly

FUNCTION OF JOB

Central Bank Illinois is seeking qualified experienced applicants for the position of Personal Banker at our Main Bank in Geneseo, IL. Personal Bankers provide efficient, courteous and knowledgeable assistance to customers and non-customers seeking Central Bank services. They are the first contact with customers who wish to open a new account(s) and shall endeavor to cross-sell bank services strengthening the customer relationship. Personal Bankers process customer transactions and are responsible for their teller cash drawer including balancing and security on a daily basis.

ESSENTIAL KNOWLEDGE & SKILLS

- Ability to deal effectively, tactfully, patiently and pleasantly with customers
- Excellent communication skills using proper grammar to articulate the features and benefits of bank products and services
- Ability to identify customer needs and use proper sales techniques for selling or cross-selling appropriate bank products and services
- Must be trustworthy and discreet regarding confidential information
- Have a strong attention to detail
- The maturity necessary to request additional explanation, instruction or direction necessary for successful task completion
- The ability to work closely with other branch employees and internal departments of the bank
- Willing to adapt to change in procedures and tasks
- Should be a self-starter, ability to handle multiple job duties simultaneously and emotionally mature in handling stress
- Experience with designated software programs such as Outlook, Excel, Word or Teller and New Account platforms, plus coin processing machines, copy machine, calculator and other related equipment helpful
- Must be able to handle items of weight, including bagged and rolled coin
- Must be reliable and dependable with punctuality and attendance

EXPERIENCE & KNOWLEDGE

The successful candidate must have a minimum of a high school education/graduation and preferably at least one (1) through two (2) years of experience in banking or related experience in another company.

BENEFITS*

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D Insurance
- Vacation & Paid Time Off (PTO)
- 401k Profit-Sharing & Match
- Flexible Spending Account
- Tuition Reimbursement Program
- Incentive Plan
- Holiday Pay
- Logo-wear Stipend

Interested applicants should send resume and cover letter to:

Central Bank Illinois
Attn: Teri Rosenow, Lead Banker
101 North State
PO Box 89
Geneseo, IL 61254

Or email to: recruiter@central-bank.com.

Posted 4/15/2024
Equal Opportunity Employer

**Some benefits have an eligibility waiting period*