

# New Carlisle Federal Savings Bank

## May 9, 2017

**POSITION:** Part-Time Teller

**LOCATION:** Tipp City Office

**COMPENSATION:** Commensurate with experience

**NORMAL HOURS OF WORK:** 20 – 25 hours a week

**QUALIFICATIONS, EDUCATION and/or EXPERIENCE:**

- Ability to provide superior, quality customer service
- Knowledge of Microsoft Word along with letter writing skills
- Strong verbal and written communication skills
- Flexibility in scheduling to cover vacations or sicknesses of other staff
- Prior banking or cash handling experience preferred

**RESPONSIBILITIES:**

- Provide efficient and accurate transaction processing
- Greeting customers and processing transactions
- Promote the Bank's products and services; consistently cross-sell bank products
- Researching account transactions
- Promote and maintain positive relations with all contacts (customers and coworkers)
- Other duties as may be assigned

**AVAILABLE:** Immediately

**CONTACT:** All interested applicants can submit their resumes, along with cover letter, to the Human Resources Department, Attention Julie Brannon, PO Box 245, New Carlisle, OH 45344; [jbrannon@ncfsb.com](mailto:jbrannon@ncfsb.com) or by fax 937.845.3728.

### **EQUAL OPPORTUNITY EMPLOYER**

New Carlisle Federal Savings Bank is an equal opportunity employer and does not discriminate on the basis of his/her sex, race, color, age, sexual orientation, national origin, religion, ancestry, disability, or veteran status. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the HR Office at 937.845.3636.