



Job Title – Assistant Retail Manager

Location – Kirkwood

Status – Full-time

Work Schedule – Monday- Friday; Saturday

Hours Per Week – 40 hours

Why Midwest Regional Bank? Known as the bank of “Tradition and Progress,” we have a longstanding practice of providing outstanding customer service to our customers and a strong commitment to the communities we serve. We make all decisions locally and encourage our employees to bring new and innovative ideas for process improvement. We are headquartered in Festus, Missouri, and we are steadily expanding -- we have four retail banking centers in the area with two additional St. Louis branches in development.

Duties and Responsibilities: You will be responsible for performing key retail functions within the branch, such as; handling all duties of a teller, personal banker, as well as any additional responsibilities assigned to serve, develop and expand our customers’ relationships. You will uphold the bank’s image and contribute to our growth. You will assist the Retail Manager in supervising branch employees and training new employees as needed. You will also be responsible for processing maintenance items, reviewing daily reports, assisting with ATM and vault balancing and other duties that may be assigned.

Minimum Requirements:

High School diploma

Customer service experience

Cash handling skills

1+ year banking and/or operations experience

1+ year retail management experience

Preferred Knowledge and Skills:

Strong written and verbal communication skills

Ability to resolve complex customer and/or employee-related issues with limited guidance

Ability to learn procedures, products, policy and bank regulations

Basic math and checkbook register skills

Professional Development: We provide our employees with the tools and training they need to build and support their career goals.

All offers for employment with Midwest Regional Bank are contingent upon the candidate having successfully completed a criminal background check, credit check and drug screening.

Please send your resume to msavacool@mwregionalbank.com or stop in your local branch to fill out an application.

Midwest Regional Bank is an Equal Opportunity Employer.