



Job Title – Universal Banker
Location – Otterville
Status – Full-time
Work Schedule – Monday- Friday; Saturday
Hours Per Week – 40 hours

Known as the bank of “Tradition and Progress,” Midwest Regional Bank and The Bank of Otterville 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 to our daily processes.

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 customer relationships. You will also be responsible for processing maintenance items, reviewing daily reports, assisting with ATM and vault balancing and any other duties that may be assigned.

Minimum Requirements:

High School diploma
Customer service experience
Cash handling skills

Preferred Knowledge and Skills:

Strong written and verbal communication skills
Operate general office equipment, such as: multi-phone line, fax, copier, currency counter, Microsoft Outlook, etc.
Ability to learn procedures, 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.

Midwest Regional Bank/The Bank of Otterville is an Equal Opportunity Employer.

Please send your resume to smathews@mwregionalbank.com or stop by our Otterville Branch to fill out an application.