



Job Title – Universal Banker

Location – Festus

Status – Full Time

Work Schedule – Monday- Friday, some Saturdays

Hours Per Week – 40 hours

### **Why Midwest Regional Bank?**

Known as The Bank of “Tradition and Progress,” Midwest Regional Bank provides outstanding customer service and maintains a strong commitment to the communities we serve. As a community bank, we make all decisions locally and encourage our employees to bring new and innovative ideas to our daily processes. With seven area retail centers, we offer sustained growth and long-term career opportunities.

### **Duties and Responsibilities:**

Our Universal Bankers provide personal, customized service to our clients and act as a brand representative for our retail customers. This position requires knowledge of banking regulations and internal policies and procedures. Our Universal Bankers have daily interaction with our clients and are responsible for creating a fulfilling customer experience and maximizing the banking relationship. Daily responsibilities include assisting the Retail Manager in supervising and training branch employees, establishing sweeps and merchant services, processing maintenance items, reviewing daily reports, and assisting with ATM services.

### **Minimum Requirements:**

High School diploma

3+ customer service experience

2+ year cash handling

2+ years financial services and/or operations experience

Strong attention to detail

Organizational skills

### **Preferred Knowledge and Skills:**

Associates degree and/or equivalent work experience

Strong written and verbal communication skills

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

Ability to quickly learn procedures, products, policy and bank regulations

Proficiency using multi-banking systems and platforms

Basic math and accounting skills

Retail management experience

### **Professional Development:**

We provide our employees with tools and training for long-term success. Midwest Regional Bank is an Equal Opportunity Employer. All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening.

**\* Please send your resume to [cparrish@mwregionalbank.com](mailto:cparrish@mwregionalbank.com) or stop by the Festus Branch to fill out an application.**