



MAKING YOUR FINANCIAL LIFE BETTER.

## Banker 2

Oxford Bank & Trust, is looking for a **Banker 2** for our Naperville, Route 59 branch. If you are an enthusiastic, service-oriented individual, Oxford Bank may be the place for you. As an employee of Oxford Bank & Trust, you become part of an organization that is committed to its customers, employees, and the communities in which we do business. Our Bankers are the personal face of Oxford Bank to our retail customers. For additional information about Oxford Bank & Trust please visit [www.oxford.bank/about/careers](http://www.oxford.bank/about/careers)

**All applicants MUST APPLY IN PERSON at: 2920 83<sup>rd</sup> St., Naperville**

**The ideal candidate will have impeccable customer service and interpersonal skills which includes having ENERGY, EXCITEMENT & ENTHUSIASM!**

### Responsibilities

- Interact confidently with customers & work well in a team spirited environment
- Fluently perform Banker 1 responsibilities
- Override transactions for teammates when appropriate
- Open non personal, Business, Trusts, Power of Attorney and Estate Accounts
- Sell, open and close Consumer Loans
- Open IRA's
- Constantly exercise confidentiality with customer information
- Balance the ATM, vault and cash drawer with accuracy and efficiency
- Open checking, savings, money market and CD deposit accounts
- Understand and comply with Bank policies and procedures and applicable laws & regulations
- Sell and cross sell products, make referrals and expand customer relationships
- Open and close branch with dual control according to procedures
- Perform account maintenance (change of address, title changes, name changes, etc.)
- Provide a great banking experience for each customer and visitor
- Take appropriate action to resolve customer concerns with tact and diplomacy
- Constantly exercise confidentiality with customer information
- Assist in bank sales initiatives and promotions
- Process and submit wire transfers
- Train Teller staff members
- Serve as a certified Notary Public
- Participate as a greeter and leader of daily huddles

## Requirements

- High School Diploma or equivalent
- Minimum 2 years of retail Banker or Teller experience
- Knowledge of banking systems ie: Deposit Origination, TellerInsight, IBS, FIS, OnBase
- Ability to work well in a team environment
- Proficient in Microsoft Office products
- Skilled at performing basic math functions accurately
- Knowledge of relevant legal and regulatory compliance
- Perform job functions accurately with consistent high attention to detail
- Exceptional interpersonal skills, as well as an upbeat, positive attitude
- Valuable customer service experience
- Ability to work well in a pressure situation
- Work independently and ability to multi-task
- Exemplary written and verbal communication skills
- Strong listening skills and the ability to make sound decisions
- The ability to work a 40 per week flexible schedule

Oxford Bank & Trust is open 6 days a week during the following hours. Applicants must be available for work anytime within the hours of operation.

Weekdays 7:45 am - 6:15 pm • Saturdays 7:45 am - 3:15 pm

**Professional appearance & attire is required for this highly visible Customer Service position.**

***Candidates for hire will undergo Background Checks including, employment, education, credit & criminal.***

**\*Applicants must have a good credit history to be considered for this position.**  
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**Drug Testing, including Hair & Urine. Oxford Bank & Trust is a Drug Free Workplace**

### **Physical Demands and Condition Requirements:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

While performing the duties of this job this individual is regularly required to stand for long periods of time, walk, sit, talk, hear, use their hands and fingers (manual dexterity), use a telephone, and occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this position include, close vision, and the ability to adjust focus.

\*Oxford Bank & Trust will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

***Oxford Bank & Trust is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, age, ancestry, citizenship, sex, sexual orientation, gender identity, national origin, marital status, genetic information, physical or mental disability, veteran status or any other characteristic protected by law. Oxford Bank & Trust is a Drug Free Workplace***