



The First National Bank of Groton is seeking customer-oriented individuals to join our team. We value excellent communication and interpersonal skills. If you possess a positive attitude and enjoy assisting others, we encourage you to explore career opportunities with us.

Company:

The First National Bank of Groton is a locally owned Community Bank established in 1865, with a mission of *Customers for life, one day at a time*. The Bank provides a full range of loan and deposit services at its offices in Groton and Moravia, New York. As a team member, you will play an important role in satisfying that mission by meeting the needs of our customers each and every day.

Position: Customer Service Representative/Teller

Requirements:

A minimum one year of customer service experience is required and teller experience is preferred, but we are willing to train an individual who is motivated and eager to learn. This individual should have prior customer service and cash handling experience, as this is a main focus of the position. Applicants must be able to work as a team player, arrive on time, be dressed and groomed in a professional manner, and be comfortable using computers. A high school diploma or equivalent is required.

Duties:

As a customer service representative you are the face everyone sees on a day-to-day basis. Your professionalism is key, not only to your success in growing a career at the Bank, but success of the bank as a whole. The elected candidate will be tasked with accurately assisting customers with their day-to-day transactions, as well as, fitting customers into appropriate products throughout their different stages of life. Transactions will include but not be limited to deposits, withdrawals, balancing check books, and balancing a cash drawer with minimal to no errors. You may have to help customers resolve issues respectfully, politely, and professionally. We are a customer-focused organization, and as a customer service representative, customer satisfaction is a major focus. The anticipated schedule is five days and 37-45 hours per week, Monday – Saturday per business needs as determined by your supervisor.

Benefits:

We offer a competitive compensation and benefits package. Package includes 401k plan with 8%-10% employee contribution, Health Insurance (some vision and pediatric dental included in health insurance), Dental Insurance, Life Insurance, Vacation Pay, Sick Pay, Holiday Pay, Bereavement Pay, AFLAC, Disability, NYPFL, Flexible Spending Account, and Employee Assistance Program. We also provide limited tuition reimbursement for bank-related education.

Starting Pay Range:

\$18.00 - \$20.00

If you are ready to start a career at the Groton Bank, we are ready to help you grow in a successful and exciting career. Apply today.