

## **ASSISTANT NEW ACCOUNTS COORDINATOR**

First National Bank of Waseca is seeking an Assistant New Accounts Coordinator to assist customers with their banking needs in our Waseca, MN location. The Assistant New Accounts Coordinator will work closely with the Retail Manager in daily operational duties and general supervision of staff.

### **Responsibilities/Requirements**

- Process account transactions
- Assist consumer and business customers in selecting various accounts, products and services that are available
- Open new accounts
- Thorough knowledge of bank products and services to communicate the value to customers
- Knowledge of bank technology to assist customers in internet banking, mobile banking and other consumer products and services
- Ensuring cross-sales opportunities are presented by applying professional sales techniques
- Experience in consumer lending
- Cash handling experience, strong attention to detail, and basic computer skills are required

### **Hours**

8:00 am – 4:30 pm Monday through Friday; filling in when needed until 5:30 pm. Rotating Saturdays from 8:45 am – 12:00 pm.

### **Education & Experience**

Two years of related experience and/or training in banking, sales, business or the financial services industry are required.

### **About**

First National Bank is a family-owned community bank in Waseca, MN, with branch locations in Ellendale and Hope, MN. Founded in 1874, First National Bank is strongly committed to the communities it serves and to its dedicated employees.

### **How to Apply**

Apply to First National Bank, Attn Human Resources Officer, 101 N. State Street, Waseca MN 56093, fax: 507-835-9105 or email at [employment@fnbwaseca.com](mailto:employment@fnbwaseca.com).

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by law.