



Client Service Representative

Job Description

First American Bank has joined forces with Hiawatha National Bank to be the premier community bank in Hudson focused on bringing a full line of banking services to our customers. Both Banks are currently recruiting for Client Service Representatives – full-time and/or part-time - to provide outstanding service to our customers.

Responsibilities include:

- Provide excellent customer service to walk-in and drive-up customers.
- Work the Teller line accurately handling banking transactions.
- Open accounts.
- Engage warmly with customers in person or on the phone to understand and service the customers' needs.
- Resolve Internet and other basic banking issues in a timely manner.
- Assist with banking functions such as marketing promotions, personal banking, report checking, and providing support to other departments within the Bank.
- Promote a favorable image of the Bank.

Work hours:

- Work hours fall between 7:30 am and 6:00 pm, Monday – Friday; hours may vary by location.
- Hours worked per week could be flexible to fit your personal schedule and the Banks' needs.

Qualifications:

- Great customer service skills.
- Good math and computer skills.
- High school diploma or equivalent.
- Previous cash handling experience preferred.

A competitive compensation program is offered along with a strong benefits package including: health insurance, dental insurance, vision insurance, STD, LTD, 401(k), paid holidays and a PTO plan. We are an equal opportunity employer of protected veterans and individuals with disabilities. We invite qualified individuals to submit a resume for either or both banks to Joanne Kocik, First American Bank Human Resources Officer, at employment@fa-bank.net.

First American Bank
2424 Monetary Blvd, Suite 107
Hudson WI 54016

Hiawatha National Bank
2212 Crest View Drive
Hudson WI 54016

Equal Opportunity Employer