



Seeking Part time tellers for the Lincoln Branch and Oscoda Branches

General Duties will include but not limited to:

- Operate a teller window, processing a variety of transactions
- Maintain a working knowledge of all retail products and services in order to effectively sell and cross sell to current and prospective customers
- Balance make adjusting entries and prepare various teller reports
- Balance ATM machine
- Adherence to all applicable internal operational and security procedures

Ideal candidate will have:

- High school diploma or equivalent
- Prior banking or cash handling experience
- Ability to stand for long periods
- Excellent customer service and interpersonal skills
- A professional image

Interested candidates should email resume to Human Resources at domeierl@bankhcb.com or fax to 989-984-0704

Huron Community Bank is an Equal Opportunity Employer