



Huron Community Bank is seeking a Part Time Personal Banker for East Tawas

General Duties will include but not limited to:

- Promote the Bank's products and services and refer customers to the appropriate sales personnel.
- Processes daily transactions including deposits, withdrawals, check cashing and payments accurately, balances work to teller system and open and close accounts with minimal to no assistance.
- Assists with support work including, but not limited to, night drop, ATM balancing, safe deposit box, and debit card set up, Branch capture, and preparing courier bags for transit.
- Performs various clerical duties including answering phone, typing, filing and preparing check orders.
- Register with the NMLS and attain NMLS Unique ID#
- Maintains confidentiality of all customer records and documents.
- Interview consumer loan applicants, collect proper loan qualification documentation and conduct consumer loan closings.

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