



Independence BANK



Banking on the Hi-Line

HAVRE • MALTA • GLASGOW • POPLAR • SCOBEE • CONRAD

Consumer Department Assistant Havre Branch

POSITION SUMMARY

This position is responsible for maintenance of consumer, visa, escrow, and mortgage loan files as well as for providing support to the VP of Consumer Lending and Consumer Coordination Officer.

This position is 40 hours a week

QUALIFICATION REQUIREMENTS

Ability to type, use a 10-key, use a calculator, use a computer and appropriate software such as Word, Excel and Outlook. Knowledge of banking terminology and basic accounting principles is also needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED)

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms; and talk or hear. The employee occasionally is required to stand, walk or stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

For a full description please contact the Human Resources Department.

Independence Bank EEO/Employer/Vet/Disabled