



# Independence BANK



Banking on the Hi-Line

HAVRE • MALTA • GLASGOW • POPLAR • SCOBEEY • CONRAD

## Receptionist/ Office Assistant Poplar Branch

### POSITION SUMMARY

This position is responsible for being the Bank's main greeter to customers and directing them to the appropriate bank department in a courteous, friendly, efficient and productive manner. Primary responsibilities are answering a multi-line phone, assisting new accounts representative with customer account questions, selling of the Bank's services and cross-selling services within policies, objectives and guidelines by the Bank.

**This position is 40 hours a week.**

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to execute each essential duty proficiently. Must have the ability to type precisely using a keyboard /10-key. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION:** High school diploma or general education degree (GED); three to six months related experience and/or training; equivalent combination of education and experience preferred.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms, and talk or employee frequently is required to walk. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

For a full job description please contact the Human Resources Department.  
Independence Bank EEO/Employer/Vet/Disabled