



Buckeye State Bank is an *employee-owned, member-centric* community bank, creating Raving Fans through exceptional service. Due to our exciting growth in mortgage lending, Buckeye State Bank is seeking a qualified, experienced full-time **Universal Banker I** for our **Chillicothe, Ohio** location.

Our Universal Bankers are the face of our institution and are key to tending to all of our member's needs. As a **Universal Banker I** you will receive training to give you all the tools needed to successfully interact with members, giving them the best banking experience possible. The skills you will learn will enable you to grow and prepare you for advancement opportunities. **This is a full-time position.**

Essential Responsibilities of the position:

- ❖ Achieve sales objectives by identifying, marketing and recommending bank products and services.
- ❖ Work together in a team environment to provide superior member service.
- ❖ Processing transactions efficiently and accurately.
- ❖ Opening accounts, processing phone loan payments, and performing account maintenance.
- ❖ Assist in daily banking operations such as vault balancing, teller transactions and ATM servicing.
- ❖ Utilize problem solving skills to assist with member inquiries and concerns in a manner that align with Buckeye State Bank values.
- ❖ Comply with applicable policies, procedures and regulations.
- ❖ Perform any other duties assigned by the Branch Sales Manager as needed.

Buckeye offers competitive compensation, as well as incentives and a benefit package, including:

- ✓ Standard Paid time off!
- ✓ Your Birthday off as well as two additional floating holidays!
- ✓ Retirement - 401k!
- ✓ ***You will be a member of the Employee Stock Ownership Plan!!***
- ✓ Health Insurance with Vision and Dental!!
- ✓ Life Insurance!
- ✓ Disability Insurance!

Qualifications

- ❖ 1-2 years cash handling and 1-2 years retail sales experience and/or equivalent college education with great service skills.
- ❖ Strong communication and service skills.
- ❖ Previous banking experience is preferred, but not required.
- ❖ General computer skills.
- ❖ Must be legally authorized to work in the United States
- ❖ Must have a valid driver's license and reliable transportation to conduct the required business travel.
- ❖ Attention to detail and ability to multi-task.
- ❖ High School Diploma or equivalent required.

Essential Functions

- ❖ Duties will require frequent standing, walking, moving, bending, stooping or sitting for periods of time, and occasionally lifting and carrying items up to 30 lbs.
- ❖ The individual will frequently operate a computer keyboard and communicate by telephone.

- ❖ Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- ❖ The individual must be able to verbally communicate with members and respond to verbal instructions.

Business Travel: Travel could be required to assist other banking locations.

If you are looking for an exciting and rewarding challenge –Join the Buckeye Team! Interested? Please email a copy of your resume to Hrdepartment@JoinBSB.com.

Buckeye State Bank is an equal opportunity employer.

Main Office
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