



Job Title – Universal Banker

Location – Various

Status – Full Time

Work Schedule – Monday – Friday, occasional Saturdays

Hours Per Week – 40 hours

Duties and Responsibilities: As a Midwest Regional Bank Universal Banker, you will work throughout the St. Louis and Jefferson County areas at our six retail branches. You will process teller transactions including deposits, withdrawals, check cashing, loan payments, and consigned items. You'll get to interact with our customers, provide personalized customer service, and help develop new and existing customer relationships. You will also be responsible for processing maintenance items, mailed-in transactions, reviewing daily reports, assisting with ATM balancing and any other duties that may be assigned. You'll get to open new accounts, such as Certificate of Deposit, Demand Deposit and Savings, and you'll receive mileage reimbursement if working outside of your designated Home Branch.

Minimum Requirements:

High School diploma

Customer Service experience

Cash Handling skills

Preferred Knowledge and Skills:

Strong written and verbal communication skills

Operate general office equipment, such as: multi-phone line, fax, copier, currency counter, Microsoft Outlook, etc.

Ability to learn procedures, policy and bank regulations

Basic math and checkbook register skills

We provide our employees with tools and training for long-term success. Midwest Regional Bank is an Equal Opportunity Employer. All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening.

Please send your resume to hr@mwregionalbank.com or stop in the nearest branch to fill out an application.
www.mwrbank.com