



Customer Service Representative

The Citizens National Bank – Belleville, KS

The Citizens National Bank is looking for a Customer Service Representative to join our team. Qualified candidate will be responsible for building relationships with customers and resolving customer inquiries.

Responsibilities:

- Provide information about products and services
- Open new accounts including checking, savings, CD's, and IRA's
- Process deposits, withdrawals, and balance cash drawer
- Cross-sell bank products and services to meet customer needs
- Handle customer inquiries and complaints
- Troubleshoot and resolve product issues and concerns

Qualifications:

- Previous experience in customer service at a financial institution along with some teller experience
- Excellent cash handling and computer skills with attention to detail
- Ability to prioritize and multitask
- Positive and professional demeanor
- Excellent written and verbal communication skills
- High school diploma, or equivalent required; some college preferred

If you are a person who enjoys working with customers, who seeks opportunities to learn, likes building relationships and works well in teams, apply for a position with The Citizens National Bank today! The Citizens National Bank is an Equal Opportunity Employer.

www.thecnb.bank/Career-Opportunities