



## ***Full-time and Part-time Bank Tellers – Bloomsburg Branch Locations***

*Responsible for performing a variety of duties to support the paying and receiving function of the community office; coordinating work within the department, as well as with other departments; reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information.*

Candidates must possess a friendly, positive and professional mannerism, and the ability to deliver exceptional customer service.

Education/Training: Minimum HS diploma or equivalent.

Skills: Moderate reading, writing, and grammar skills; good analytical and mathematics skills; high level of communicative and interpersonal relations skills; proficient computer skills including Microsoft Office applications is required; skillful hand-eye coordination; attention to details; ability to operate various office machines; ability to lift heavy coin bags. Requires standing several hours at a time.

Experience: 1-2 years in customer service, retail or sales; cash handling experience with a high degree of accuracy.

**Full Time:** Monday-Friday, 37.5 hours per week; including early evening hours, and rotating Saturdays

Benefits include medical, dental & vision, 401(k), paid holidays and vacation

**Part Time:** Must be flexible to work Mon-Fri, 25-29 average hours per week, morning and afternoon hours, early evening hours and rotating Saturdays

Benefits include 401(k), paid holidays and vacation

We provide 2-weeks of teller training.

A completed employment application **is required** to be considered, available at: [www.firstcolumbiabank.com](http://www.firstcolumbiabank.com) "Careers" or at any branch office.

You may attach a recent resume.

**First Columbia Bank & Trust Co.  
c/o Human Resources Dept.  
P.O. Box 240  
Bloomsburg, PA 17815**

*Equal Opportunity Employer of women, minorities, protected veteran's and individuals with disabilities*