



Full-time Bank Teller – Berwick Market Street Office

First Columbia Bank & Trust Co., a strong, independent full-service community bank with over \$800 million in assets and 195 employees headquartered in Bloomsburg PA, seeks a Full-time Teller to help support our Berwick Market Street Office.

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 High School diploma or equivalent.

Skills: Moderate reading, writing, and grammar skills; good analytical and math skills; high level of communication 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.

Work hours include 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.

We provide 2-weeks of teller training.

To be considered, please submit a resume or application to the address below:

**First Columbia Bank & Trust Co.
C/o Human Resources Dept.
P.O. Box 240
Bloomsburg, PA 17815
Or via email to:
careers@firstcolumbiabank.com**