



May 24, 2019

Full-time Bank Teller for In-Store at WalMart 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.

Candidate 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 eye-hand coordination; attention to details; ability to operate various office machines; ability to lift heavy coin bags. Requires standing several hours at a time.

Experience: Two (2) years in customer service, retail or sales, cash handling experience with a high degree of accuracy.

37.5 Hours per Week: Monday, Wednesday, Thursday, Friday – 9:30am to 7pm
Tuesday – 9:30am to 3pm
Every other Saturday – 9:30am to 3pm, with Tuesday off

Training is provided.

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

To be considered, we **require** a completed employment application available at:

www.firstcolumbiabank.com "Careers"

or at any branch office.

You may attach a recent resume also.

Drop off completed employment application at any branch, email (*email address above*) or mail to:

First Columbia Bank & Trust Co.

c/o Human Resources Dept.

P.O. Box 240

Bloomsburg, PA 17815

*Equal Opportunity Employer of
women, minorities, protected Vets,
and individuals/w disabilities..*