



## ***Full-time Bank Teller – Buckhorn Wal-Mart Office***

First Columbia Bank & Trust Co., a strong, independent community bank with over \$800 million in assets and 195 employees headquartered in Bloomsburg PA, seeks a full-time Bank Teller at our In-store Buckhorn Wal-Mart Office.

Our Bank Tellers are 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; and 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 for 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 evening hours until 7pm, and rotating Saturdays.

Benefits include medical, dental & vision, 401(k), paid holidays and vacation, premium pay differential (Wal-Mart location only).

We provide 2-weeks of teller training.

To be considered, please submit a resume 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](mailto:careers@firstcolumbiabank.com)**