



Do you like to work in a positive, community focused and flexible work environment? Do you have exceptional customer service skills and want to take your career to the next level?

Our Bank is seeking a **Universal Banker** at our office in Lake Mills. Your primary duties in this role are to manage a cash drawer and process financial transactions. You will open new accounts and maintain existing accounts as well as cross-sell additional bank products and services. You also will not work on Federal Holidays and earn time off just for volunteering in your community!

Responsibilities

- Professionally greet and engage customers and prospects
- Process transaction requests for customers
- Discover financial needs and provide product and service recommendations
- Partner with specialists such as loan officers, to provide customers with access to experts who can assist them with other financial needs
- Promote products and services to customers, as well as proactively developing new relationships with prospective customers

Qualifications

- One year of previous CSR or Personal Banking related experience preferred
- Cash Handling experience preferred
- Courteous and professional customer service aptitude
- Ability to learn and become proficient and accurate with various computer applications
- Excellent communication skills
- Ability to maintain the integrity of highly confidential customer and bank information

Send cover letter and resume to Dan McCabe at dan@bankoflakemills.com or by mail to:

Bank of Lake Mills
Attn: Dan McCabe
136 E. Madison St.
Lake Mills, WI 53551

EOE M/F/Disabled/VET

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