



Customer Service Representative

The Citizens National Bank – Clay Center, KS

The Citizens National Bank is looking for qualified applicants for a full time Customer Service Representative / Teller at our Clay Center, Kansas location. This position works Monday-Friday from 8:30 am – 5:30 pm. We are a family-owned community bank seeking the right person to join our team!

Responsibilities:

- Provide information about products and services
- Open new accounts including checking, savings, CD's, and IRA's
- Process deposits, withdrawals, and balance cash drawer
- Resolve customer inquiries
- Cross-sell bank products and services to meet customer needs
- Troubleshoot and resolve product issues and concerns

Qualifications:

- Previous experience in customer service at a financial institution along with some teller experience preferred (willing to train the right person)
- Excellent cash handling and computer skills with attention to detail
- Ability to prioritize and multitask
- Positive and professional demeanor
- Excellent written and verbal communication skills

Applicants may visit our Career Opportunities website or apply in person at:

The Citizens National Bank
615 Court St.
Clay Center, KS 67432

The Citizens National Bank is an Equal Opportunity Employer.

www.thecnb.bank/Career-Opportunities