



## Personal Banking Associate

### Join the ONB Team!

ONB Bank is currently accepting applications for a Full-Time Personal Banking Associate to join our team, and become part of a positive and productive work environment.

ONB Bank is a locally owned and managed community bank in Rochester, MN with strong values and a commitment to employees who join our bank family. ONB has proudly served the community since 1996, with two locations in Rochester, and a third location in Stewartville, MN.

### Job Summary

The Personal Banking Associate, will primarily be responsible for providing professional assistance to the bank's customers, and support to bank staff. Key responsibilities include opening new accounts, explaining account options, and cross-selling bank products. Maintenance existing accounts, and complete a variety of teller, and other banking transactions in compliance with all applicable policies, procedures, and regulatory requirements. Assist other bank departments with general tasks and duties as assigned.

This is a 40-hour per week non-exempt position, Monday through Friday, hours will range between 7:30 a.m. to 5:30 p.m. A Saturday rotation from 8:30 a.m. to 12:00 p.m., will be required.

### Essential Functions and Responsibilities

- ❖ Efficiently and accurately process customer information and teller transactions, while adhering to all required bank policies and procedures;
- ❖ Assist with new and existing customer relationships;
- ❖ Exceptional Customer Service;
- ❖ Promote ONB Bank products and services;
- ❖ Regular and reliable attendance;
- ❖ Perform other duties as assigned.

### Skills and Attributes

- ❖ Excellent communications and interpersonal skills;
- ❖ Effective organizational, multi-tasking and prioritizing skills;
- ❖ Provide quality service to customers;
- ❖ Ability to work in a team and independent environment;
- ❖ Proficiency with Microsoft Word, Excel, Outlook, Windows and internet;
- ❖ Eagerness and willingness to learn a variety of tasks.

### Education

- ❖ High school diploma or equivalent

### Benefits

- ❖ Medical \* Dental \* Vision
- ❖ Paid Time Off
- ❖ Life Insurance
- ❖ Short Term and Long Term Disability
- ❖ Flexible Spending Accounts
- ❖ SIMPLE Retirement Savings Plan

### Experience

- ❖ Banking Experience: 2+ years
- ❖ Customer Service 2+ years preferred
- ❖ Cash handling experience preferred