



Universal Banker – Full Time or Part Time

At FM BANK, we take pride in serving our local communities while creating a culture that's fun and fast paced. We're seeking an individual to join our team as a Customer Relations Representative / Universal Banker. Candidates should enjoy interacting with others, have strong attention to detail and want to consistently provide a premier customer experience.

Primary Responsibilities and Duties:

Provide a high-quality banking experience for clients:

- Act as a liaison between customer and bank for purpose of developing a good relationship. Help transact teller credits and debits for customers at a teller window or drive-up window. Greet walk-in customers and help answer phone calls.
- Support and organize internal and external events such as employee milestones, customer appreciation events and community promotions.
- Assist customers with account questions and research online banking or mobile banking issues.
- Support a range of banking services including deposit account opening, debit card and mobile banking services, transfers, check orders and maintenance on accounts.
- Educate customers on various products and services available to them.
- Perform other duties as assigned.

Although primarily located in Olivia, willing to travel to our other bank locations if needed (Granite Falls & Clarkfield).

Typical hours are 8am to 4 or 5pm, Monday through Friday and Saturday morning coverage once every 6-8 weeks (3 hours, 8AM to 11AM).

Support the community we serve by occasionally promoting or attending community events.

Experience/Skills

Ability to work independently in a professional setting. The position requires attention to detail to ensure our customers and the bank have accurate account information. Strong communication, basic math and customer service skills are also required.

Education

Prefer an associate or bachelor's degree in finance, (but not required) Business or similar field of study from an accredited institution or equivalent work experience.

Compensation/Benefits

Pay will be based upon qualifications. We offer a competitive benefits package.

Equal Opportunity Employer. Member FDIC

****Interested applicants email your resume and cover letter to jena.bruns@mybankfm.com.*