

**JOB OPENING – APRIL 22, 2019**

**PERSONAL BANKER – BOCA RATON BRANCH**

**SUMMARY**

The Personal Banker is a ‘Universal Banker’ performing both teller and platform functions. Provides outstanding customer service to clients with specific or special banking needs. Assists in developing new account business and expanding existing client relationships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Generates new business for the Bank and expands existing client relationships through consultative conversations occurring through outbound telephone initiatives and ‘face to face’ in-lobby meetings.
- Recognizes and finds sales and referral opportunities for new accounts, merchant services, credit cards, small business loans, and workplace banking events.
- Opens Checking, Money Market, and CD accounts for current and new customers.
- Performs all maintenance transactions including closing accounts when necessary.
- Performs teller duties.
- Provides extensive personalized customer service to depositors with specific or special banking needs or queries including account advice, suggestions for problem resolution, and other information.
- Provides online banking, mobile solutions, and Treasury Management products and services.
- Explains products and services in a clear and concise manner to customers.
- Answers questions on all services the financial institution provides.
- Follows all regulatory BSA guidelines, requirements, and standard operating policies and procedures.
- Will participate in various sales and networking events outside of the bank.
- Cross-trained to act as back-up to Operations Manager.
- Performs other duties and special projects as requested.

**SUPERVISORY RESPONSIBILITIES**

- None

**EDUCATION/TRAINING/EXPERIENCE**

- High School diploma.
- Associates degree preferred.
- Two+ years of retail banking experience is preferred.
- Combination of education and/or experience is acceptable.
- Strong customer sales and service skills.
- Ability to work independently and use good judgment.
- Ability to learn products, services and procedures quickly and accurately.
- Highly developed interpersonal, communication and organizational skills.
- Evening and weekend work limited to required meetings and networking events.

**Interested parties should send resume and salary requirements to: [EWerts@legacybankfl.com](mailto:EWerts@legacybankfl.com)**