



Universal Banker

Active - Regular full-time
Chicago, Chicago, IL, US
15 days ago Requisition ID: 1982
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PARKWAY BANK

Location: 4646 N. Cumberland Avenue
Chicago, IL 60656

Hours: Monday/Tuesday/Thursday/Friday: 7:30 a.m. – 6:00 p.m.
Saturday hours are typically: 7:30 a.m. – 1:00 p.m.

Hours may change based on coverage needed for opening and closing the branch as well as the needs of the bank. Hours vary based on opening/closing schedule.

Parkway Bank is looking for a **Universal Banker** (Floating Banker with Teller duties) who will be stationed at our **Chicago** branch which is located at **4646 N. Cumberland Avenue** and will float to other branches to assist and receive mileage reimbursement. **Fluency in Polish language is preferred.** We have been a leader in community banking for more than five decades and we are committed to growth and consistently offering the best in customer service, financial products, and services. Since first opening our doors in 1964, we continue to maintain a strong presence in communities through donations, volunteer work, and education. Come be a part of our growing team!

Responsible for assisting new and existing customers in choosing the right deposit and loan products offered by Parkway Bank. *This individual will also assist with Teller duties on an as needed basis and will float to area branches to assist as needed. Typical branch locations will consist of this Chicago Cumberland avenue address, Park Ridge and Harwood Heights, IL.* Promotes business for the Bank by cross selling products and services. Provides superior service to customers in the maintenance and management of their relationship with the bank. Meets or exceeds goals as assigned by management.

Job Duties:

- Educates new and existing customers about the features and benefits of the bank's personal and commercial banking products through in-person sales session as well as by phone and written correspondence.
- Possesses basic knowledge of all bank products, features and benefits, and able to comprehend customer needs.
- Explains, promotes and sells bank related products and services and provides excellent customer service.



- Answers questions or resolves technical problems of average difficulty on customer accounts.
- Accepts consumer loan applications, except for Home Equity related loans, and reviews for completeness.
- Refers business to merchant services and lending department by cross-selling products and services to customers and achieves goals set by management.
- Performs other reasonably related duties as assigned by management *including Teller duties.*

Requirements:

- **Fluency in Polish language is preferred.**
- High School Diploma or equivalent
- Six months to one-year sales experience preferred
- General knowledge of bank operations and procedures preferred
- Proficient in office software systems including Microsoft Word, Excel and Outlook as well as the bank's core data processing system.
- Good attention to detail
- Ability to work accurately and meet deadlines
- Effective oral and written communication skills

*Parkway Bank is an Equal Opportunity Employer
Minority/Female/Disability/Veteran*