

**** Job Posting ****

Position Title: Universal Banker
Posting Number: 24-040
Department: Orland Park

Status: Full-Time/Non-Exempt
Posting Date: 7/03/2024
Grade: TBD

PARKWAY BANK

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9e1eaeaf-e521-4fa2-b220-5814ec34b7de&ccId=19000101_000001&jobId=533945&lang=en_US&source=CC2

Location: 14345 S. LaGrange Rd.
Orland Park, IL 60462

Hours:	Monday	8:00 a.m. – 6:00 p.m.
	Tuesday & Thursday	8:00 a.m. – 5:00 p.m.
	Friday	8:00 a.m. – 4:00 p.m.
	Saturday	8:00 a.m. – 12:00 p.m.

Parkway Bank is looking for a **Universal Banker** at our **Orland Park, IL** location. We are a locally owned and operated financial institution committed to offering the best in customer service, financial products, and services. We maintain a strong presence in our 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.* 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 is 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.

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- 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:

- 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

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