



May 10, 2022

UNIVERSAL BANKER POSITION AVAILABLE – MENOMINEE LOCATION

**FULL TIME CAREER OPPORTUNITY:**

Do you value personal interaction and enjoy the satisfaction of helping others find solutions to their needs? Are you looking for a career that provides training with opportunity for growth? If working Monday through Friday for a successful, progressive, team-oriented professional organization with deep community roots & history sounds like a great fit for you, The Stephenson National Bank & Trust (SNBT) would like to meet you! Banking experience is not required – training is provided.

**SUMMARY:**

Responsible for daily transaction and cash requirement activities while mastering the teller operations according to established policies, procedures, and standards of performance. Provide prompt and efficient customer service in a courteous, knowledgeable, and professional manner by the accurate and confidential handling of account information. Possess and build knowledge of bank products and services Fully utilize the bank's Customer Relationship Maintenance software, in all daily workflows and in order to make the appropriate referrals to ensure the customer's financial needs are met. Supports the bank by reinforcing core values and achieving departmental goals consistent with the strategic plan. Maintains a flexible schedule based on departmental and office needs.

**MAJOR ACCOUNTABILITIES:**

1. Customer Relationship and Sales Development
2. Retail Department Operations
3. Transaction Processing
4. Compliance
5. Strategic Goals
6. Other duties as assigned.

**QUALIFICATIONS:**

High school education or equivalent. Post high school technical training or continuing education is desired. Excellent communication skills. Excellent interpersonal skills using tact and professionalism. Applies sales and service management techniques to achieve bank goals and objectives.

**APPLICATION PROCESS:**

Apply in person at 1820 Hall Ave, Marinette, WI 54143, at any of our locations, or online at [www.snbt.com/Careers](http://www.snbt.com/Careers). Resumes may be sent to [employment@snbt.com](mailto:employment@snbt.com).

**Equal Opportunity Employer**

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***www.snbt.com • bank@snbt.com • 715-732-1732 • 800-924-1732***

1820 Hall Avenue, Marinette, WI 54143 • 1111 Tenth St, Menominee, MI 49858 • 101 Bralick Way, Oconto, WI 54153  
290 Main Street, Wausaukee, WI 54177 • 606 Henriette Ave, Crivitz, WI 54114 • N18630 Hwy 141, Pembine, WI 54156  
Marquette Trust & Investment Services 115 S. Lakeshore Blvd Ste D, Marquette, MI 49855 | 906-273-1501  
Green Bay Commercial Loan Services Office 2301 Holmgren Way Ste 2, Green Bay, WI 54304 | 920-606-8032