



**Job Title:** Relationship Banker  
**Location:** Winamac  
**Position Type:** Part-time  
**Classification:** Hourly  
**Days of Work:** M-F

**Department:** Retail Banking  
**Reports to:** Relationship Manager

## **JOB DESCRIPTION**

### **Summary**

Responsible for focusing on client solutions to their banking needs while processing transactions and following established bank policies and procedures. Delivers a positive client experience with each interaction.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operate cash drawer and accurately process client transactions
- Promote the bank's products and services through referrals
- Provide solutions to clients' needs via phone and face-to-face interactions
- Contribute to a positive working environment that facilitates exceptional service, expanding profitable client relationships and employee engagement
- Strive to meet/exceed established Department and individual goals while taking ownership of achieving those goals
- Ensure continuous training and development for self
- Follow policies and procedures to protect the bank from risk and exposure

### **Competencies**

- Alliance Bank core values: Be Responsive, Have Integrity, Be Secure, Deliver Value, Be Reliable
- Building Relationships
- Problem Solving
- Accuracy
- Attention to Detail
- Identify Client needs

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment & Physical Demands**

This position may require travel by vehicle to Alliance Bank Offices dependent on staffing needs.

This job operates in a clerical office setting and routinely uses standard office equipment. This position requires manual dexterity and the ability to lift, bend, or stand as necessary.

**Position Type/Expected Hours of Work**

This may be a full-time or part-time position. Full-time employee must work 35-40 hours per week average to maintain full-time status. Part-time must average under 30 hours per week annually.

**Education and Experience**

- High school diploma or equivalent required
- No experience required; customer service preferred

**AAP/EEO Statement**

*Alliance Bank is an Equal Employment Opportunity Employer.*