



Citizens Bank of the South is seeking a full-time Property Manager/Field Representative. This position will be located at our Main Office, but will require some traveling.

Specific job responsibilities include, but are not limited to:

- Representing the Bank in a courteous and professional manner.
- Conducting monthly (or as needed) construction inspections in Washington, Baldwin, and other counties.
- Collateral inspections as needed, including pictures for appraisals.
- Monthly checks of OREO (Other Real Estate Owned).
- Scheduling bank vehicle maintenance.
- Maintenance of the repo lot and repo vehicles.
- Overseeing and coordinating maintenance of the Bank buildings and grounds.
- Conducting small collections efforts.
- Occasional delivery of supplies and mail between branches.

Job Requirements:

- Minimum high school diploma or the equivalent is required.
- Prior experience in banking, and customer service preferred.
- Knowledge and understanding of building/construction inspections.
- Proficiency with computers, calculators, printers, and other office equipment.
- Good communication and interpersonal skills.
- Enjoys public contact.
- Mathematical aptitude.
- Flexibility and ability to multi-task.
- A self-starter working well independently with minimal supervision, as well as in a team environment.

Please send your resume' to jobs2024@cbots.com or mail to:

Citizens Bank of the South
Attention: Human Resources
P O Box 836
Sandersville, GA 31082

Benefits include medical, dental, life insurance, 401k, flexible spending accounts, paid vacation and holidays and excused time.

Citizens Bank of the South is an Equal Opportunity Employer.