



Citizens Bank of the South is seeking a full-time Customer Service Representative for its Sandersville Location.

Specific job responsibilities include, but are not limited to:

1. Providing the highest level of service to each customer
2. Demonstrating thorough knowledge of bank products and services
3. Demonstrating the ability to manage service issues independently
4. Proactively greeting customers to assist with requests as needed
5. Working with management and other staff to ensure proper lobby management
6. Opening and closing checking and savings accounts, CD's and IRA's
7. Ordering debit and credit cards
8. Balancing reports for time deposits and savings and checking accounts
9. Assisting customers with our remote deposit program including installation, troubleshooting and auditing
10. Calling and sending correspondence to customers as needed
11. Ordering checks for customers
12. Serving as back-up for phone for receptionist
13. Pulling up accounts and assisting customers with inquiries
14. Assisting customers with stop payments and transfers
15. Updating customers' account information and signature card changes
16. Handling fed wires
17. Assisting with maintenance on internet banking
18. Pulling credit reports
19. Filing CD's in the vault
20. Opening and closing safe deposit boxes

Job Requirements:

1. Minimum high school diploma or equivalent
2. Prior banking and customer service experience preferred
3. Proficiency with computers, calculators, printers and other office equipment
4. Good communication and interpersonal skills
5. Tact and diplomacy in dealing with both customers and employees
6. Enjoys public contact and has a pleasant telephone manner
7. Able to work well under pressure
8. Mathematical aptitude
9. Problem solving skills
10. Flexibility and ability to multi-task

Please send your resume' to jobs2019@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, holidays, and sick and excused time.

Citizens Bank of the South is an Equal Opportunity Employer.