



Employment Advertisement

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Receptionist/Customer Service

Two Rivers Bank & Trust – Burlington, IA

Two Rivers Bank & Trust is seeking a full-time receptionist for its Main Street, Burlington, IA location.

This position performs various administrative duties including managing a heavy-traffic multi-line switchboard, greeting customers, sorting mail, scanning documents, and various other office and secretarial duties.

The successful candidate must display a professional demeanor and be a customer service expert. Prior switchboard and receptionist experience is preferred.

This position offers competitive pay, a generous insurance benefits package, and eligibility for 401k and ESOP retirement plans.

Applicants interested in this career opportunity should submit an online application (complete at www.tworiversbank.com). Resumes should also be submitted electronically through this ad or by mailing to:

**Two Rivers Bank & Trust
ATTN: Human Resources
P.O. Box 728
Burlington, IA 52601**

**Two Rivers Bank & Trust is an Equal Opportunity Employer
of women, minorities, protected veterans and individuals with disabilities.**