



Employment Advertisement

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Online Sales and Service Representative

Two Rivers Bank & Trust is seeking a dynamic and professional individual with excellent communications skills to represent our bank on the front-line as an Online Sales and Service Representative. We currently have a full-time opening available in our Des Moines location. Typical hours for this position are Tuesday through Friday from 11:30 a.m. until 8:00 p.m. and Saturdays from 9:00 a.m. until 6:00 p.m.

This position acts as the point of sale and service, both in-person and through an online chat environment, for the delivery of bank products and services to existing and prospective customers. This position is also responsible for a variety of customer service duties including handling customer inquiries, basic account maintenance, maintaining accurate records of all transactions, and providing the highest quality of customer service. Representatives will recognize opportunities for the sale of additional bank products to customers and solicit customers for these products.

Successful candidates for this position should have prior working knowledge of computers and basic operating systems and must display a professional demeanor while maintaining the highest and most consistent level of confidentiality, accuracy, and accountability. Cash-handling experience is preferred and previous teller experience will be helpful.

Applicants wanting rewarding employment who meet or exceed the above requirements should send a current resume and application for employment (download at: www.tworiversbank.com) to:

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

Applications and resumes may also be submitted by emailing: employment@tworiversbank.com.

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