



## Employment Advertisement

**POSTED: 01-23-2015**

**Scanning Coordinator**

**Burlington, Iowa**

Two Rivers Bank & Trust is seeking a scanning coordinator for its Main Street, Burlington, Iowa location.

This position helps develop and maintain policies and procedures, and performs duties consistent with data input and managing the integrity and accuracy of the Bank's scanning software. Also serves as administrative support and assists with operations department projects.

The successful candidate will have prior administrative assistant experience and have good working knowledge of MS Office, computers and peripherals. Paperless office solutions experience is a plus.

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](http://www.tworiversbank.com)). Resumes should also be submitted electronically to [employment@tworiversbank.com](mailto:employment@tworiversbank.com) 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**