

Bank Customer Service Representative Job Description

Our innovative and growing company is hiring for a bank customer service representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for bank customer service representative

- Provide clients with general information on accounts to inform on new and existing accounts
- Service accounts, including the processing of payments
- Evenings during the week
- Mornings during the week
- Four mornings during the week
- Monday-Friday 8AM-5PM CT for the first 5 weeks
- Monday-Friday 1PM-10PM CT for the first 5 weeks

Qualifications for bank customer service representative

- Understand and comply with all regulations, including the Community Reinvestment Act, Bank Secrecy Act, Fair Credit Reporting Act
- Mathematical skills with the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Up to one year of customer service in a retail and/or financial services environment
- 1 year of customer contact experience in a needs-based sales environment
- Experience in a fast-paced contact center environment
- 6+ months experience frequently communicating (minimum 60 percent of the time) with customers by phone, e-mail, and/or face to face

Job Description For Bank Customer Service Rep

J Elliott



Job Description For Bank Customer Service Rep:

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