



## **Bank Teller / Customer Service Representative**

First Fed of Central Illinois is a community bank with branches in Shelby and Coles Counties providing very competitive salaries and benefits as well as a great working environment. We are seeking candidates to join the customer service team at our new Mattoon branch. This position requires excellent communication skills and attention to detail.

### **Duties & Responsibilities:**

- Answer phone calls and greet customers
- Process customer transactions on deposit and loan accounts
- Maintain balanced cash drawer
- Answer customer questions about bank products and services
- Complete training and adhere to bank policies and procedures

### **Required Qualifications:**

- High school education
- Excellent communication and interpersonal skills
- Excellent organizational skills and attention to detail
- Strong computer skills, including Microsoft Office

### **Preferred Qualifications:**

- Customer service experience
- Cash handling experience

### **Salary and Benefits:**

- \$15.00 to \$20.00 per hour, commensurate with experience
- Annual bonus based on individual performance and bank profitability
- Medical, dental, and vision insurance
- Generous 401(k) matching
- Paid time off and paid holidays
- Wellness program

### **About First Fed:**

First Fed of Central Illinois is a locally owned and managed community bank, and we pride ourselves on providing outstanding financial services to our communities as well as some of the best careers that Shelby and Coles County have to offer. We invest in our employees and focus on building long-term careers as we continue to grow as an organization. We look forward to expanding the First Fed family in Mattoon!