

Job Title: Customer Service Representative

Location: Walsh, CO – Frontier Bank (Community Bank headquartered in Lamar, CO)

Compensation: \$17.00 -\$19.00 per hour, depending on experience

Employment Type: Part-time available

About Frontier Bank

Frontier Bank is a locally owned, community-focused financial institution dedicated to supporting the people, businesses, and agricultural producers in our region. With deep roots in southeastern Colorado and surrounding areas, we pride ourselves on building lasting relationships and delivering personalized banking solutions.

Position Overview

We are seeking an experienced and self-motivated Customer Service Representative to join our Walsh branch team located at 501 N Colorado, Walsh CO 81090.

This position requires exceptional customer service skills, dependability, professionalism and a positive work ethic in a team environment.

Key Responsibilities

Must have basic computer skills and be able to use a 10 key calculator.

Provide a variety of basic banking services such as but not limited to:

- Assist customers with account inquiries and financial services.
- Maintain compliance with banking regulations and security policies.
- Accurately and efficiently process customer transactions.
- Cashes checks, properly verifying endorsements. Processes withdrawals and other debits. Redeems U.S. Savings Bonds.
- Performs other customer service activities (i.e., answers routine questions and telephone calls concerning Bank services; assists customers with questions/problems on accounts; promotes Bank services all in a professional manner.)
- Performs other related duties as assigned (i.e., completes daily reports, balances and services ATM, vault, and provides customer access to their safe deposit boxes, processes cash items daily, collects cash items as necessary, etc.)
- Open New consumer and business accounts
- Provide service exceeding customer's expectations. Maintain Frontier Bank's customer service standards, greeting customers and facilitating a welcoming and customer focused environment.
- Other duties as assigned.

Qualifications and Requirements

Education:

- High School Diploma or Equivalent

Preferred Work Experience includes at least 1 year of experience:

- As a Teller or New Accounts Specialist.
- Of Banking experience.
- Of Customer Service and Cash Handling Experience

Computer Skills

- Proficient with Microsoft Office Suite
- Ability to successfully learn new programs as part of day-to-day operations

Additional Skills/Experience:

- Attention to detail and accuracy
- Professional and courteous communication skills, both written and oral

Schedule

This is a daytime position. No evenings, weekends, or holidays.

The position is Part-time with shifts during the day.

The position is in office. No remote work options.

Compensation & Benefits

- Paid Training
- Professional Development Opportunities
- Supportive, community-focused work environment.

How to Apply

Apply online at www.frontierbankco.com or submit your resume and cover letter to Angie Wright at angie@frontierbankco.com or 501 N Colorado, Walsh, CO 81090.

Frontier Bank is an Equal Opportunity Employer.