

Regardless of experience, background, and education, an employee's contributions to the success and growth of Logansport Savings Bank are appreciated, respected, and recognized at all levels of the organization. As a member of our team, you'll join a group of people who focus on delighting customers with personalized service, professional excellence, and high ethical standards.

Teller/Customer Service Representative	
Reports To:	Retail Banking Officer
Department:	Operations
About the Position:	The Teller/Customer Service Representative is one of the first points of contact for customers at Logansport Savings Bank. This entry-level position is focused on mastering a variety of routine transactions, including opening new accounts. In this role, you will learn general banking knowledge and build relationships with customers and individuals in the communities we serve – helping them with a full range of banking needs while you expand your own career and abilities.

Responsibilities:

- Open and service accounts of all types.
- Process transactions for customers in a prompt, efficient, courteous and professional manner.
- Balance and maintain a cash drawer in accordance with Bank procedures and regulations, including periodic batching of checks.
- Respond to customer inquiries whether in person, via telephone, or online.
- Maintain customer information and provide regular reports and insights.
- Assist customers in identifying their financial needs and contribute toward the success of the bank by recommending additional products and services.
- Gain an understanding of the banking industry and begin to contribute toward meeting branch goals in a variety of categories, including deposits and loans.
- Comply with all department and company policies, procedures, and regulations.
- Represent Logansport Savings Bank to guests and ensure an exceptional customer service experience.
- Ability to work a flexible and/or rotating schedule. May be required to work Saturdays and extended hours. Travel may be required to additional bank branch locations.

Educational Requirements:

- High School Diploma or its equivalent is required.
- Some college or degree is preferred.

Knowledge and Skills:

- Proficient Computer Skills and comfortable using the computer.
- Proficient with Microsoft Office Suite.
- Excellent customer-service and interpersonal skills.
 - Background or previous experience in Customer Service is preferred.
- Maintain friendliness and professionalism when dealing with customers in every interaction.
- Enjoy working with the public.
- Excellent organizational and time-management skills, with ability to be flexible and to multi-task on a regular basis.
- Good problem-solving ability and strong decision-making skills.

About the Bank:

Logansport Savings Bank was founded in 1925 and is a locally-owned, mission-driven community bank with over \$250 million in assets. The bank's main branch is located in Logansport, and also serves customers from Peru, Wabash, Huntington, and surrounding counties.

Our team is close-knit and collaborative, making LSB a fun and rewarding workplace for our employees. Everyone on our team shares a deep commitment to our customers and our community, "Leading The Way" to put them first with local decision-making and volunteerism. When you join the LSB team, you'll begin as a valuable team player with support for your personal and professional growth.

Logansport Savings Bank is an Equal Housing Lender and Member FDIC. Learn more about Logansport Savings Bank at www.logansportsavings.bank.