



RECEPTIONIST

Farmers Bank & Trust in Great Bend is looking for a full or part-time Receptionist. This is an excellent opportunity for someone with good communication and computer skills, a commitment to quality, and a desire to help others. This employee must have a positive attitude, be self-motivated, have the ability to multi-task, be detail-oriented and accurate, as well as a dependable team player.

Essential Functions include:

- Provides exceptional customer service to internal and external customers by accurately and courteously addressing customer questions and processing customer requests.
- Answers incoming telephone calls; determines the purpose of calls; answers customer inquiries or appropriately forwards calls. Refers complicated questions, matters, and upset customers to appropriate person.
- Serves as the first impression of our bank by greeting and thanking every person who enters our bank lobby.
- Completes various clerical projects for supervisors and officers.
- Processes incoming and outgoing mail.
- Makes copies and delivers documents for other Bank employees, as requested.
- Assists customers to and from the safety deposit box area.
- Assists bank customers by completing notary service.
- May be requested to make the courier run between the Great Bend branches, post office and/or abstract office etc.
- Represents the bank in the local community through active participation in community organizations.
- Follows regulatory requirements by protecting information for privacy and confidentiality; displaying discretion in discussing customer information; obtaining proper information and paperwork to complete transactions; following bank policies and regulations.

No prior experience required.

Applications may be printed online at www.farmersbankks.com

Please return completed applications to:

FARMERS BANK & TRUST
ATTN: HUMAN RESOURCES
P.O. BOX 267
GREAT BEND, KS 67530
FAX (913) 387-5558

or email to: humanresources@farmersbankks.com

**FARMERS BANK AND TRUST IS AN EQUAL OPPORTUNITY EMPLOYER –
Minority/Female/Veteran/Disability**