



## **PART-TIME RECEPTIONIST / TELLER POSITION**

***Farmers Bank and Trust in Kansas City*** is looking for a part-time receptionist / teller. This is an excellent opportunity for someone with good communication and computer skills, a commitment to quality, and a desire to help others. We offer competitive wages in a friendly atmosphere. Cash handling experience preferred.

*Essential Functions could 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.
- Serves as the first impression of our bank by greeting and thanking every person entering 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.
- Backup to teller department.
- 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.

**FARMERS BANK AND TRUST IS AN EQUAL OPPORTUNITY EMPLOYER/VETERANS/DISABLED**

Applications can be printed online at [www.farmersbankks.com](http://www.farmersbankks.com)

Please return applications to:

ATTN: HUMAN RESOURCES  
14231 Metcalf Ave  
Overland Park KS 66223  
FAX (913) 387-5558

or email to: [humanresources@farmersbankks.com](mailto:humanresources@farmersbankks.com)