



Position: New Accounts Representative

Location: Sulphur Springs- Downtown

Hours: 8am to 5pm, Monday- Friday

Job Requirements/Skills/Qualifications:

- Assess customer needs and introduce new products and services where needed
- Go the “extra mile” to build trust relationships, customer loyalty and satisfaction
- Friendly attitude with the ability to work as part of a team
- Comply with regulatory requirements & maintain confidentiality
- Complete and pass all required training courses as assigned
- Proficient with computer skills including Microsoft Word, Excel and Outlook
- Excellent written and verbal communication skills
- Strong critical thinking and problem-solving skills to meet our customer’s needs
- Demonstrate initiative and commitment to continuous learning with the ability to adapt to change

Qualified applicants may submit a resume to Human Resources by email to HR@bankatcnb.com or fax to 903-439-3677

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