
Job Description

In this role, you will open consumer and business account products while representing the bank in a courteous and professional manner. The New Account Representative is expected to uphold our corporate values, actively participate in company initiatives, be an active member of project teams, and have the drive to continually grow and learn in a forward-thinking company.

Responsibilities and Duties

- Provide excellent customer service while assisting clients with teller transactions for clients.
- Conduct client transactions proficiently and accurately.
- Assist clients or employees with any client account, transaction or online banking related questions or research.
- Responsible for handling functions related to opening new business and consumer account products.
- Constructively interacts with co-workers, provides coverage and cross training as needed.
- Handle multiple time-sensitive demands accurately.
- Maintain the security and confidentiality of the Bank and Client information.
- Participate as a member of a team, assisting in other projects as needed or as assigned.

Qualifications and Skills

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- Associates degree (AA) from a college or university, at least 1 year related experience and/or training; or the equivalent combination of education and experience. Work related experience should consist of a background in a bank with an emphasis in trust operations, branch or administration. Educational experience, through in-house training sessions, formal school or financial industry related curriculum, should be applicable to the financial industry.
- Knowledge of banking regulations and Bank Operations functions.
- Excellent organizational and time management skills.
- Ability to use a personal computer, word processing, spreadsheets and other job related software programs.
- Excellent written and verbal communication.

Idaho Trust Bank is a dynamic, full service bank providing an array of banking and investment management solutions. The bank provides a premium work environment in downtown Coeur d'Alene and a great staff to train our new team member. We work in a professional dress environment. If you are reading this and think this describes you and where you would like to work, please submit your resume and or bring them by the bank at 622 E. Sherman Avenue, Coeur d'Alene, Idaho 83814. EOE.

Job Type: Full-time