

TELLER OPERATIONS INTERNSHIP OPPORTUNITY with CLB&T!

Clear Lake Bank & Trust Company is an independent, community bank in Clear Lake, Iowa with an office in Garner, Iowa and two locations in Mason City, Iowa.



Position Summary

This part-time and seasonal/temporary Teller Operations Intern position is expected to provide the highest quality of customer service, ensure accuracy and precision in receiving and recording deposits, cashing checks, and processing withdrawal authorizations for customers. Interns gain experience in other areas of banking through job shadowing and project work. The internship would begin in mid-May and continue through mid-August.

Duties Include:

- Provide bank customers with information about accounts.
- Manage a cash drawer and successfully balance at the end of the day.
- Process a variety of account transactions for business and consumer accounts.
- Cross-sell bank products when applicable to benefit the customer.
- Project work available based on intern's career interests.
- Assist in other areas as needed to support the overall performance of the bank and service to its customers.



Typical Work Schedule

- Approximately 25-35 hours per week.
- Varied schedule M-F 7:30AM-5:15PM.
- Saturdays 7:30AM - 12:00 noon approximately ever other.
- Candidates will be expected to be able to be flexible with scheduling based upon the needs of the Bank.



Qualifications

- Open to current students.
- Desire to pursue a career in banking or finance preferred.
- Proficient in PC usage and standard office applications (i.e. Microsoft Word & Outlook).
- Excellent customer service skills.



SCAN ME

TO APPLY:

Please visit our website at clearlakebank.bank
Click on **Connect** and then **Internship Opportunities**.

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BANK & TRUST** CO.
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