

# BUSINESS BANKING 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 Business Banking Intern position will learn about the commercial and agricultural lending functions as well as business development. The intern will be involved in various project work in our Business Banking Department. The internship would begin in mid-May and continue through mid-August.

## Duties Include:

- Provides a variety of support through the commercial and agricultural loan process.
- Assists in updating financial statements, reviewing loan files and acquiring necessary documentation from customers.
- Involvement in community service opportunities.
- 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.
- 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.
- Excellent communication skills.
- Proficient in PC usage and standard office applications (i.e. Microsoft Word & Outlook).
- Excellent customer service skills.



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### TO APPLY:

Please visit our website at [clearlakebank.bank](http://clearlakebank.bank)  
Click on **Connect** and then **Internship Opportunities**.

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BANK & TRUST** CO.  
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