



**Now Hiring!**

**Trust Operations & Administrative  
Assistant – Full-Time**

**Junction City, KS**

Central National Bank is looking for a motivated and friendly professional to join its team! The Central National Bank team has been offering financial advice and services to the public since 1884, and is dedicated to ensuring the friendliest and most helpful assistance to its customers. We offer competitive pay, great benefits, as well as career advancement opportunities!

As a Trust Operations & Administrative Assistant, you will be responsible for providing operations support to the Trust Business Development Officers, Trust Administrative Officer and Trust Operations Officer.

**Position Standards and Qualifications:**

Qualified candidates should possess one year to three years of similar or related experience including advanced computer skills (Microsoft Office, Excel, PowerPoint, and Word), typing and 10-key operation skills are required along with demonstrated accounting acumen. Additionally, attention to detail, organizational skills, excellent verbal and written communication skills, and excellent customer service skills are required for this position. Applicants should have a college degree or training in a specialized course of study, accounting is preferred but not required.

**Application Instructions:**

If you are interested in learning more about this opportunity, please visit the following link to view details: <https://bit.ly/39oDJG6>, or visit our website at [www.centralnational.com/careers](http://www.centralnational.com/careers) and search for this and other opportunities you may be interested in.

*EOE M/F/D/V*

*Full-time employees have access to a very comprehensive benefits package.*

**Experience the Central Tradition**



**Central National Bank**