

Helping customers with their financial needs and leading the way in innovation and responsiveness is the core of CoreFirst Bank & Trust's ("CoreFirst") mission. This philosophy, the CoreFirst Way, has guided the bank well for sixty (60) years and sets us apart from competitors.

Position Description:	Lead Personal Banker		
Reports To:	Branch Sales Manager	Department:	Retail Banking and Sales
Supervises:	No Direct Reports	Classification:	Full-Time; Non-Exempt

 Hours:	Typically forty (40) hours per week between 7:00am – 7:00pm Monday – Friday, 9:00am – 12:00pm Saturday, other hours as needed		
 Location:			
 Role:	Lead Personal Bankers ("LPB") open banking accounts, process loan applications, and assist customers with CoreFirst products and services. LPBs may support branch management with scheduling, directing, training, and on-the-spot coaching of branch staff. The Lead Personal Banker plays an important role in carrying out branch sales goals and objectives.		
 Apply:	www.corefirstbank.com/careers		
Essential Functions & Responsibilities:	<ul style="list-style-type: none"> • Illustrates and sells the benefits of CoreFirst Bank & Trust products and services to prospective and current customers to generate new business and strengthen existing household relationships • Tracks progress towards branch sales goals. Partners with Branch Sales Manager in assigning personal and branch goals • Provides on-the-spot coaching to Personal Bankers and Customer Service Associates related to the CoreFirst products and sales process • Provides existing Bank customers with their financial needs, by listening and asking appropriate questions; Responsibilities include, but are not limited to: answering customer questions, performing account maintenance, and assisting customers with bank processes and procedures • Participates in daily branch operations including, but not limited to, opening and/or closing the branch, balancing the vault, assisting with completion of internal records and audit logs, administering safe deposit box needs, performing teller duties as required, and carrying out other administrative functions, as needed • Resolves customer escalations regarding Bank sales and services <p><i>Please note this description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.</i></p>		
Experience:	Two (2) years of banking experience required		
Education:	High School diploma or equivalent required, some college preferred		
Skills & Abilities:	<ul style="list-style-type: none"> • Adherence to the CoreFirst Bank & Trust Values of Respect, Communication, Integrity, Initiative, and Accountability • High level of skills in the CoreFirst Bank & Trust Competencies of Customer Focus, Compliance, Ethics, Perseverance, and Time Management • Working knowledge and proficient use of Microsoft computer applications to include Word, Excel, and Outlook • Ability to quickly adapt to changes in procedure and/or technology; Proficiency with processes and procedures related to consumer deposit and loan products 		

Competencies:	Adherence to CoreFirst Values; Respect, Communication, Integrity, Initiative, and Accountability. A secondary focus on internal and external Customers, Compliance, Ethics, Perseverance, and Time Management is also essential.
Other Skills:	Professionalism and composure, strong sales awareness, ability to contribute to a motivated environment, ability to monitor key details and set priorities, and goal oriented

Physical Requirements:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, and walk. Some light physical effort required including ability to lift up to fifty (50) pounds.</p>
Travel:	Travel is primarily local during the business day, although some local evening and weekend travel may be expected. Branch Network Personal Bankers may travel to outer market locations occasionally, but overnight stays are not expected.
Work Environment:	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines.
Other:	<ul style="list-style-type: none"> • Applicants must pass a drug screen and background checks • Internal applicants must be meeting the minimum requirements of their current job and submit a cover letter and resume via the employee portal • Applications received by XXX given first priority
CoreFirst Employment Practices:	CoreFirst provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CoreFirst Bank & Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I, _____, acknowledge by my signature below that I have received a copy of my position description.

 Print Name

I have read and understand my job duties and responsibilities as **Lead Personal Banker**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described.

I can perform the essential function of this position with or without reasonable accommodations? _____ Yes _____ No

I certify that the information provided above is true and complete, and I understand that if the information provided above is false, it may result in denial of employment or dismissal.

 Employee Signature

 Date

 HR Representative Signature

 Date

