



Branch Receptionist
Job Classification: Non-Exempt, Full-Time
Topeka, KS

Primary Accountabilities:

The Branch Receptionist will facilitate positive contact and communications between customers, bank staff, and perform administrative duties for the branch. They will answer calls and direct them to the correct team member, in addition to organizing various documents and files. The Branch Receptionist will also assist with Branch closing procedures and document preparation when needed. The Branch Receptionist promotes Kaw Valley Bank (“Bank”) through their professional demeanor and appearance while creating a positive experience for our customers.

Major Duties:

- Greets and welcomes customers and potential customers and directs them to the appropriate bank staff.
- Notifies appropriate staff in a timely manner when a visitor arrives.
- Oversees and maintains waiting area, keeping it stocked with brochures, deposit slips, and withdrawal forms.
- Answers customer questions and provides general information on banking services.
- Answers incoming phone calls, transfers calls, and takes messages when necessary.
- Processes hand delivered incoming mail, outgoing mail for customer service department and return mail for the bank.
- Examine daily reports and files documentation.
- Maintain, purchase, and stock office supplies.
- Performs clerical and administrative services as needed.
- Performs additional duties as assigned.

Required Qualifications:

- High School diploma or GED, or equivalent experience.
- One (1) year of banking experience or experience in a closely related field preferred.
- Proficient computer skills
- Must have a high level of written and verbal communication skills in English.
- Ability to pay close attention to detail and make decisions quickly while using good judgement.
- Must demonstrate good work habits, maintain a professional appearance, attitude, and follow policies and procedures.
- Must be an independent worker, able to use critical thinking skills and current resources to find solutions.

Employee Benefits Include: Paid Sick/Vacation Time, Paid Holidays, Health, Vision & Dental Insurance, Short- & Long-Term Disability, 401(K) with a Match plus more.

Please apply at: <https://www.kawvalleybank.com/about/careers>

We are an Equal Opportunity Employer.