



MEMBER FDIC

## **Customer Service Representative, Full-Time**

Location: Leesburg

Candidates must be able to provide prompt, friendly and efficient customer service, maintain and balance a cash drawer, abide by bank policies and follow procedures, accurately process customer transactions and potentially open new deposit accounts. Attention to detail and commitment to customer privacy is a must.

Bank employees are expected to portray a positive image both inside and outside of the bank. Customer Service Representative's are to display a caring attitude and understanding while assisting customers. Promoting our bank products is also a requirement of a CSR.

- High School diploma or equivalent is required.
- Customer service with cash handling experience is preferred.
- Reliable transportation is needed to allow for the ability to work at any office location as necessary.

**Please send your resume to:**

*Southern Hills Community Bank*  
*P.O. Box 345*  
*Leesburg, OH 45135*  
Or [info@southernhillscb.bank](mailto:info@southernhillscb.bank)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.