

Require Skills/Qualifications for Deposit Services Department

- Must know Excel (Microsoft Office)
- Ability to multi-task
- Must be able to follow-up on items
- Must be able to follow guidelines
- Attention to detail
- Ability to handle tedious tasks
- Must have a good understanding of Navigator and Director
- Good organizational skills
- Self-starter and able to complete tasks correctly and on time
- Able to meet deadlines
- Ability to perform all job functions
- Customer service oriented
- Ability to handle customer criticism
- Able to work overtime if needed

Job Duties

- Check reports in Director
- Answer phone calls
- Perform account maintenance
- Problem solve customer issues
- Work ticketing system
- Order debit cards
- Process statements/notices
- Verify wires and ACH