



Personal Banker – Waterloo

NXT Bank is currently recruiting for a Personal Banker at its Waterloo office. The Personal Banker handles the opening and servicing of a variety of accounts such as; checking, savings, CDs, IRAs, assists customers in their selection of accounts and financial services, and will participate in the creation of business development activities. This full-time position offers a competitive wage and excellent benefit package.

Essential Functions and Duties:

- Regular and predictable attendance is a required function of this position.
- Originates consumer loans including home equity loans, automobile loans, and personal loans. Recommends approval based off customer information gathered and analyzed. Cross sell and refer any requests for consumer, business, ag, and commercial loans to the appropriate lender.
- Originate new deposit accounts within defined bank policies and regulatory laws.
- Meet monthly production goals for new accounts as assigned by Branch Manager while maintaining quality documentation.
- License to sell Credit Life/A&H within first year of employment.
- Assists customers in the selection of appropriate types of accounts or services, opening new accounts while cross-selling other bank products and services. Ensure all necessary paperwork is completed, assist customer in completing all necessary documents, and ensure all new accounts are properly processed.
- Review deposit accounts on regular basis for delinquent accounts. Customer contact is to be made in accordance to approved guidelines attempting to bring the accounts current.
- Participate in the creation of business development activities and proactively solicit new business. Represent the Bank with active involvement in community and civic functions to enhance the company's image.
- Provide effective customer service; this includes, but is not limited to, assisting customers by answering questions, solving problems, and completing any necessary customer research.
- Work cooperatively with other bank staff to meet the Bank's goals while providing quality service. May include being a back-up teller.
- Perform other job-related duties and special projects as assigned.



Education and experience required:

- High school diploma or equivalent
- Six months or more of related work experience
- Previous banking or loan experience preferred

Special Position Requirements:

- Must be flexible to work retail hours including mornings, evenings, and weekend hours.
- Ability to travel locally and within the markets occasionally.

NXT Bank is an Equal Opportunity employer and proud to provide equal employment opportunities to all job seekers without regard to any status protected by applicable law. NXT Bank is an Affirmative Action employer – Minority/Female/Disabled/Veteran.

To explore this opportunity to join NXT Bank, forward a cover letter and resume to Human Resources, email humanresources@nxtbank.net