



Universal Banking Associate – Mendota Heights, MN

Do you enjoy working with people to help them meet their financial goals? Do you want to treat people the way you'd like to be treated? Gateway Bank is looking for an experienced client service focused individual who is a team player, skilled at multi-tasking, has a reputation of being highly organized and is good at anticipating the needs of others. This position is a great opportunity for growth within the bank for the right person.

Responsibilities include but are not limited to:

- Client service phone and in person support
- Handling client requests such as account research, inquiries and transfers
- New deposit account opening
- Online banking support
- Debit/ATM card issuance and support
- Wire Transfers
- Promotion of branch growth and goals
- Scanning, filing, and other report review
- Teller duties in a back up role; other duties and project work as assigned.

Hours

Monday- Friday 8:00am – 5:00pm, Rotating Saturday's 9:00am – 12:00pm. Flex time off during the week you are scheduled on a Saturday.

Qualifications

Successful candidates will be professional, responsible, service oriented, friendly, and have excellent communication skills. Qualifications include:

- Prior bank experience preferred but not required
- Strong organizational, multi-tasking, and time management skills
- Positive attitude, willingness to learn, and adaptable to change
- Comfortable working with Windows and Microsoft Office including Word and Outlook
- High school diploma required; some college preferred

Why Gateway Bank?

Gateway Bank has always had a commitment towards quality of product and service to its clients. We have found that it takes a team effort to consistently meet the high standards we have set for ourselves. Our Bank is committed to the development and growth of each associate. In turn, we count on each associate to help us maintain those high standards of quality that have made our Bank's products and services respected throughout the community.

Our three core beliefs share who we are and how we do business.

1. An excellent work environment
2. Outstanding client service
3. Strong client relationships

Gateway Bank has excellent benefits, competitive wages and a strong energetic culture. If you meet the above requirements, please submit your resume to Kim Harr, kharr@gateway.bank.