

**Posting Date:** February 5, 2019  
**Position:** Customer Service Representative  
**Reports to:** Lobby Manager  
**Location:** Dallas, TX



### **Summary of Primary Duties/Responsibilities:**

Vista Bank is currently seeking an experienced, full-time Customer Service Representative for our Dallas Office. A CSR serves as the face of Vista Bank and is often the most important public relations person. As a CSR, the position duties/responsibilities include:

- Opening new accounts
- Ordering Wire Transfers
- Debit card set up
- Account maintenance
- Recording and retention of multiple files and documents
- Developing relationships with our customers through outstanding customer service
- Compliance with all company and banking regulations
- Other duties as assigned

### **This Position requires:**

- High School Diploma, GED or equivalent, college preferred
- Three years of teller experience preferred
- Knowledge and experience in opening accounts in Bankway, printing debit cards and scanning documents into VCL
- Great personal and communication skills
- Ability to work well with fellow employees and customers
- Willingness to work in a fast-paced environment
- Positive attitude and great work ethic
- Great analytical, logical, and reasoning skills
- Ability to use office equipment, including computers
- Ability to speak and hear
- Clarity of corrected vision at 20 inches or less for normal duties
- Clarity of corrected vision at 20 inches or more for security purposes
- No visible tattoos or body piercings except conservative ear piercings
- Reliable transportation
- Must meet minimum credit standards and pass a criminal background check
- Only applicants that have consented to a background and credit check will be considered

Vista Bank offers a competitive benefits package including paid bank holidays.

Contact any Vista Bank location for an application. Completed applications should be delivered in person to 5840 West NW Hwy • Dallas, TX 75225.

Please direct inquiries to Brenda Zavala at (214)614-2659

VISTA BANK IS AN EQUAL OPPORTUNITY EMPLOYER OF WOMEN, MINORITIES, PROTECTED VETERANS, AND INDIVIDUALS WITH DISABILITIES.