



Posting Date: November 27, 2018
Position: CSR-Lending Assistant
Reports to: Lobby Manager
Location: Lubbock, TX

Summary of Primary Duties/Responsibilities:

Vista Bank is currently seeking an experienced, full-time CSR/Lending Assistant for our Lubbock 19th Street branch. A CSR serves as the face of Vista Bank and is often the most important public relations person. As a CSR/Lending Assistant, 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
- One year of banking experience preferred
- 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 sent to lwilless@vistabank.com.

Please direct inquiries to Landon Willess at (806)744-4300

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