

First Bank of Highland Park

Date	11-15-2018	Requisition Number	2018 – 33
Position	Client Services Specialist – Private Banking		
Department	Deposit Operations		
Reports To	Vice President/Deposit Operations		
Basic Function	Assist Private Banking Department with onboarding new and servicing existing Private Banking clients.		
Essential Duties	<ol style="list-style-type: none"> 1. Onboarding new Private Banking deposit Clients 2. Assist Private Banking Clients and Private Banking Department with establishing new accounts for existing Private Banking Clients 3. Assist Private Banking Department with ongoing client support which includes, but is not limited to: <ul style="list-style-type: none"> • Certificate of Deposit Renewals • IRA Renewals • Change of Address Requests • Stop Payment Requests • Check Ordering • Account Inquiries • Provide Requested Account Statements • Provide Requested Check Copies • Transfer Requests • Wire Transfer Requests • Online Banking Troubleshooting Support 4. Keep Private Banking Department aware of all important client correspondence 5. Assist Treasury – Client Service Specialist with new/existing commercial Clients when needed 6. Scanning executed Client documents for retention <p>NONESSENTIAL DUTIES</p> <ul style="list-style-type: none"> • Other duties as assigned 		
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Excellent client services skills • Strong verbal and written communication skills • Detail oriented • Strong organizational skills • Self-motivated 		
Training & Experience	<ul style="list-style-type: none"> • High school diploma or GED • Microsoft proficiency • 3-5 years previous personal banking experience • Additional training/education helpful • Fiserv experience helpful 		
<p><i>To Apply: Send email with attached resume to careers@firstbankhp.com. Please reference Job Code 2018 – 33.</i></p>			

Website Job Posting