



<b>Position Title</b>	Personal Banker
<b>Department / Location</b>	Austin / Westlake
<b>Salary</b>	Commensurate with Experience
<b>FLSA Status</b>	Non-Exempt
<b>Posting Date</b>	02/27/2025

## **GROW WITH R BANK AS A PERSONAL BANKER**

At R Bank, we put relationships at the center of our work, prioritizing exceptional service and genuine connections with our customers. We're looking for a Personal Banker who is enthusiastic, detail-oriented, loves helping others, and is ready to make a real impact. If this is you, come join R team!

## **WHY CHOOSE R BANK?**

R Bank is more than a place to work — we're a community. Here You'll find a workplace that's supportive, fun, and full of opportunities to grow. Join us to make a difference in the lives of our customers while progressing your own professional journey.

## **COMPANY GENERAL POLICY & PROCEDURE:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competence of the employee in performing his or her job duties will be demonstrated, maintained and improved on an ongoing basis.

The statements contained in this description reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered a detailed description of all the work requirements that may be inherent in the position.

## **WHAT YOU'LL DO:**

- Deliver prompt, friendly, and efficient customer service that embodies our commitment to excellence.
- Process deposits, withdrawals, and daily transactions with accuracy and a positive customer experience-keeping everything balanced and on track.

- Open new accounts (personal and business), maintain existing ones, and ensure every interaction is seamless and pleasant.
- Engage customers by identifying their financial needs and recommending tailored R Bank products and services.
- Share your knowledge by mentoring fellow Personal Bankers and being a supportive team player.
- Take part in promoting our bank's services, like cashier's checks, wires, and more—helping customers discover all we have to offer.
- Assist with ATM verification and reconciliation, ensuring operational standards are met.
- Uphold bank policies and regulatory compliance, supporting a safe and trustworthy environment.
- Other duties as assigned.

#### **WHAT YOU BRING:**

- A high school diploma (or equivalent) and at least 4 years of teller/personal banking experience.
- Strong customer service skills with a genuine interest in getting to know customers and helping them succeed.
- A detail-oriented mindset with the ability to multitask, organize, and prioritize effectively.
- Dependability and a professional approach to handling confidential information.
- A team-first attitude and a flexible approach to jump in and help wherever needed
- Fluent communication skills in English (Spanish is a plus!).
- Ability to operate a computer and other standard office machinery
- Ability to pass background investigation and drug screen to the satisfaction of R Bank

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability

to adjust focus.

### **WHAT BENEFITS WILL YOU RECEIVE?**

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, EAP, and R Best Foot Forward Program. You can learn more about R Bank and our services at <https://www.r.bank>.

### **APPLY:**

If you meet all of the minimum qualifications for this position and would like to apply, please upload your updated resume via <https://www.r.bank/career-opportunities/>.

**R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status, or disability.**