



CAREER OPPORTUNITY

Job Title Personal Banker I, II, III

FLSA Status: NON-EXEMPT

Reports To: VP Branch Manager

Location: Arcadia CA.

Language: English/Chinese/Mandarin

Note: This job description is a summary of the job duties and requirements that are essential to the evaluation of the job. It is not intended to be complete in detail. These responsibilities are typical for this job; however, on occasion, individuals in this position may be required to perform functions of a higher or lower skill level not included in this job description.

ABOUT Universal Bank

Universal Bank is a premier company in West Covina CA., that has remained dedicated to the commitment of serving our local communities. We provide customized customer service by offering a full array of deposit and loan products.

Our corporate office is in West Covina CA., with five branches serving LA County in West Covina, Monterey Park, Rosemead, Eagle Rock and Arcadia. Our cultivated team our extremely knowledgeable banking professionals.

Position Summary

This position requires the **Personal Banker to speak Chinese/Mandarin as a second language**. The Personal Banker will be responsible for dealing with all new and existing customers in a courteous and professional manner. Adheres to Universal Banks's Red-Carpet Customer Service standards. Coordinates all new account activities and related customer services. Focuses on sales and cross-sales opportunities with every customer interaction

General Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Ensures that new accounts are opened and serviced in accordance with Universal Bank policies and procedures.
- Acts as a branch IRA representative:
- Maintains appropriate files
- Reviews all new plans for completeness
- Handles distribution/withdrawal requests
- Stays abreast on procedure changes and government regulations
- Maintains proper control over account numbers and signature cards & all customer personal information and documentation according to current procedures.
- Handles complex or unusual customer correspondence relating to services or new accounts.
- Logs, sorts, and distributes daily correspondence if assigned.
- Acts as a check and journal signer and reviews all transactions requiring approval for adherence to policy and procedure.
- Reviews the Safe Deposit area (if applicable) from time to time to ensure that procedures are being followed. Reports any deficiencies to his/her supervisor.
- Ensures the accuracy of branch records.
- May assist Branch Manager, Assistant Branch Manager, and Operations Supervisor in employee performance issues.
- Assist in the sales efforts of the branch, including the conduct, work habits, and professionalism conducive to an effective sales effort.
- May engage in business development activities by soliciting new accounts in the branch's geographical area and attending to the needs of current and prospective customers on a variety of matters.
- Establishes and maintains relationships with current and potential customers in anticipation of increasing deposits and fee income from the sale of financial products.
- Adheres to all BSA/AML (Bank Secrecy Act/Anti-Money Laundering) policies and procedures, including but not limited to the processing of CTRs (Currency Transaction Reports), SARs (Suspicious Activity Reports), and MILs (Monetary Instrument Logs).
- Performs other duties as assigned or requested by the Supervisor.
- Receives daily assignments and direction from (depending on the particular office):
- Branch Manager, Assistant Branch Manager, or Operations Supervisor.
- Reports directly to (depending on the particular office): Branch Manager, Assistant Branch Manager, or Operations Supervisor.
- Works closely with all Customer Service Representatives.
- Provides the highest quality service and proficiency to the customers of Universal Bank.
- Maintain current knowledge of applicable Federal regulations, including Bank Secrecy and Know Your Customer (CIP) principles.

- Knowledge of BSA “Bank Secrecy Act”

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Educational background should include high school diploma or equivalent.
- 2+ years banking experience or equivalent
- Thorough knowledge of checking and savings accounts, services and operations.
- Strong Sales & Cross Sales Skills
- Strong Written and Oral Communication skills- Must be able to communicate effectively with all customers, supervisors, and peers.
- Strong analytical skill
- Strong system Skills
- Strong Personal Relations Skills
- Capable of direction of staff activities and motivation of personnel.
- Ability to solicit business.

Computer skills:

Accurate typing/keyboarding skills; basic computer skills, including the use of word processing and spreadsheet software applications (WORD, EXCEL), and e-mail delivery systems.

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

- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk and sit.
- The employee must occasionally lift and/or move up to 10 pounds.
- No specific vision abilities required by this job.
- Noise level in the work environment is usually moderate

Universal Bank is an Equal Opportunity Employer. Anyone needing accommodation to complete the interview process should notify the recruiter.

You may or may not receive a response to your inquiry by email, mail or fax depending on the number of job openings, volume of inquiries, and your qualifications.