



## ABOUT US

At Golden Valley Bank, we pride ourselves on delivering an experience unlike any other. Take our commitment to customers, staff and community—the foundation of true community banking. It's our passion to help businesses grow, help make dreams a reality and better our local economy. We believe this passion for our community starts with our employees. Encouraging our staff to be involved in the organizations and non-profits who strive to make a difference allows them to connect, engage and better understand community needs. The power of community starts at home with our Golden Valley Bank family.

Learn more on our website at [www.goldenvalley.bank](http://www.goldenvalley.bank)

## TO APPLY

Submit a cover letter and resume on our website's career page at [www.goldenvalley.bank/careers](http://www.goldenvalley.bank/careers) or email them to Terri Morris at [tmorris@goldenvalley.bank](mailto:tmorris@goldenvalley.bank).

*Equal Opportunity Employer*

## OUR CORE VALUES

- ✓ **Absolutely Outstanding Customer Service**
- ✓ **Development and Retention of Knowledge**
- ✓ **Empowerment**
- ✓ **Unparalleled Community Leadership**
- ✓ **The Highest of Corporate Standards**

## JOB ANNOUNCEMENT

# Assistant Client Services Manager

Golden Valley Bank is currently seeking an energetic and customer service oriented **Assistant Client Services Manager** candidate who has knowledge of Operations, New Accounts and Compliance. Our desired candidate is motivated by knowing their everyday efforts of providing Absolutely Outstanding Customer Service (AOCS) helps us achieve our strategic initiative of being the Best Bank in Town.

Reporting directly to the Client Services Manager, the Assistant Client Services Manager should be detail oriented, have strong communication skills, and demonstrate a capacity to work well independently and in a collaborative environment. We expect applicants to have a strong sense of accountability, self-motivation, and time management skills with the ability to prioritize daily, weekly, and monthly tasks.

The ideal candidate would be a professional possessing at least three years of operations experience within a financial institution and should have:

- A commitment to the vision, mission, and core values of Golden Valley Bank.
- Awareness that you can have a positive influence and make a difference with our customers as well as in the community.
- Two years of new accounts experienced.
- Ability to assist the Client Services Manager in maintaining the daily operating functions of the branch.
- Capability to train all new Client Services Representatives as necessary and auditing appropriate.
- Understanding to approve or recommend uncollected fund holds for Client Services Representatives large deposits.
- Capacity to monitor Client Services Representatives' work for adherence to the Bank's policies and procedures.

Possess the following qualities:

- Professional integrity with the ability to maintain confidentiality of sensitive information.
- Strong customer service skills.
- Excellent written and oral communication skills.
- Active listening skills, with strong deductive reasoning ability.
- Willingness to adapt to changing business needs and deadlines.
- Ability to work accurately with close attention to detail.

Additional information regarding this position is available upon request, including a Job Description and details of our excellent benefits programs.

If you value your community, enjoy providing Absolutely Outstanding Customer Service, desire the opportunity for professional growth, and believe you possess the commitment, personality, and skills to become part of the Best Bank in Town, we would like to have you apply today!