

Northern State Bank of Mellen, WI is currently looking to fill 2 open positions:

Part Time Teller: This position will perform basic teller transactions accurately such as accepting and verifying deposits, cashing checks, processing withdrawals, assisting customers with safe deposit boxes, answering phones, taking information for things like stop payments, potentially opening new accounts, maintaining an accurate cash drawer, and some light weekly cleaning may also be required. This role is also expected to remain up-to-date on electronic services offered by the bank as well as internal and external policies and procedures, bank regulations and security procedures. Successful candidates will make customer confidentiality the top priority, will be detail-oriented, and have experience with providing friendly and efficient customer service. Primarily scheduled to work 3 weekdays (Mon, Tues, Fri), and may occasionally be asked to work other shifts. No weekend hours. Previous experience as a teller is preferred, but not required.

Branch Supervisor: This position is responsible for the day-to-day operations of the branch by ensuring effective and efficient operations, quality customer service and compliance with existing regulations and policies. This position will also supervise the branch's employees, and is responsible for personnel-related duties, such as approving timecards, training new employees, performance evaluations, coaching/performance improvement, and involved in disciplinary actions, if needed. In addition to managing the branch, this position will also perform Teller responsibilities, run weekly and monthly reports, account maintenance, and other managerial duties. The ideal candidate will have previous experience working in the banking industry. Previous experience in a leadership role is preferred, but not required. This position is eligible for full time benefits which includes health, dental, Life/AD&D, long term disability, 401k retirement with employer match, and generous PTO & federal bank holidays.

Interested candidates should send their resume and cover letter to employment@nsbashland.com.