



Founded in Abbeville, LA in 1971, **Gulf Coast Bank** is known throughout Acadiana for getting to know our customers personally, and understanding their needs, as well as the needs of the community. **Gulf Coast Bank** has 9 locations across the Acadiana area and employs more than 120 people. As banking has changed through the years, Gulf Coast Bank has stayed on the cutting edge, while never losing sight of what makes our bank special: providing outstanding customer service and maintaining active involvement in the communities we serve.

## Position Summary

**Gulf Coast Bank** is looking for a Universal Banker to work at our Main Branch in Abbeville, LA. The ideal candidate will be experienced with bank products and have a passion for helping customers and building relationships.

## Primary Responsibilities:

- Possessing a thorough understanding and knowledge of required documents to open/renew accounts as well as products and services offered by the bank:
  - Greeting all customers in a pleasant and professional manner and provide prompt, efficient and accurate service.
  - Evaluate the needs of potential customers and offer appropriate financial products and services including but not limited to: checking; savings; certificates; IRA, etc.
  - Prepares new customer application and obtains all required information to open new/renew accounts; ensures all regulatory required disclosures are provided to the customer
  - Provides ongoing relationship servicing with current customers to maintain/gain additional business
- Solicits new business through outside sales in the market, as well as through Bank promotions
  - Identifies customers' needs and either provides service or refers to appropriate staff
- Assists customers seeking loans by taking information necessary and referring them to a loan officer
- Is cross-trained in other branch functions *including* teller transactions:
  - Balances and reconciles all transactions daily ensuring minimal cash outages
  - May be asked to assist in working teller line if needed
- Follows appropriate bank, regulatory and all legal requirements.

## What We Offer:

- Competitive Compensation Structure
- Full Medical, Dental, Vision
- Paid Vacation/Sick Leave/Holidays

## Requirements:

- High School Diploma required / College degree preferred
- Banking experience required
- Sales and Customer service experience a plus
- Excellent communication skills, both verbal and written

We are an equal opportunity employer and value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.