



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 Bank Associates/Tellers for its 9 locations in the Acadiana area. The ideal candidate must have exceptional customer service and sales skills, along with cash handling experience. Employees may be required to perform both sales and service duties depending on the needs of the customer and under the Direction of the Branch Manager. A genuine interest in serving the customer is the key to being a successful Banking Associate.

### Primary Responsibilities:

- Provide quality customer service, while selling the bank's products to customers
- Services customer with their retail banking needs by performing the following transactions:
  - Withdrawals
  - Deposits
  - Handling of negotiable instruments, etc.
  - Open new accounts
- Sells bank products and services; solicits new business through promotions at the branch, telephone and mail, etc.
- Teller Responsibilities:
  - Responsible for security and maintenance of proper cash requirements in the teller drawers
  - Adheres to bank guidelines in balancing of drawer
  - Open / closes the banking center according to security procedures
  - Assist in retention of customers by promoting bank services and cross selling bank products based on customer needs
  - Comply with federal banking regulations including, but not limited to: US Patriot Act, Secrecy Act, Reg CC, etc.
  - Participate in the general upkeep and appearance of the banking center

### What We Offer:

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

### Requirements:

- High School Diploma or equivalent
- Banking experience a plus
- Cash handling experience
- Analytical skills
- Excellent communication skills, verbal and written
- Computer skills (standard applications such as Outlook, Word, Excel)

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