

Waukesha State Bank

151 E. Saint Paul Ave – PO Box 648 Waukesha WI 53187-0648
Phone: 262.549.8506 Fax: 262.574.4209 EMail: hr@waukeshabank.com

Position Title: **Receptionist** **Wealth Management Services**

Hours:

Part Time:

20 hours per week

Job Duties:

- Answering department phone and directing calls as appropriate
- Greeting customers and coordinating appointments with WMS staff
- Assisting with maintenance of department files and organization of file room
- Communicating with Maintenance and Purchasing on issues regarding office supplies, equipment and facilities
- Organize and distribute incoming mail, and coordinate outgoing regular mail as well as overnight delivery
- Assist with marketing projects including mailings and database maintenance
- Prepare Board packets and minutes for monthly Trust Committee meetings and update auditing information for annual review
- Other projects and duties as assigned to support the department

Job Qualifications:

- Excellent customer service skills and professionalism
- Excellent written and verbal communication skills
- Ability to handle multi-line computerized phone system
- Ability to prioritize and multi-task, and to take initiative to support the overall goals of the department
- Detail orientation and exceptional follow-through
- Experience with Microsoft Word and Excel
- Desire to work in a team-oriented environment
- Desire to work in a community bank and represent WSB in a professional and ethical manner at all times

If you have an interest in or would like more information about this position, contact Human Resources at (262)549-8506 or HR@waukeshabank.com.

• **Excellent Benefits** • **Equal Opportunity Employer**