

CommunityBanc, Inc.

Notice of Open Position

THIS POSITION IS NOW OPEN:

Job Title: Management Trainee
Company/Department: Operations
Location: All
Schedule: M-S rotation and as needed for business operations

Summary:

Responsible for working alongside managers and accepting delegated responsibilities and duties with the goal of eventually becoming a manager.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Help manager's complete daily tasks of the department.
- Understand each department's daily processes and goals.
- Provide administrative support.
- Get familiar with personnel duties.
- Positively represents the Company's culture and values.
- Achieves annual goals as assigned.
- Required to complete CSR training, New Accounts training, Scanning training and Consumer Lending Training.
- Completes annual required regulatory training curriculums as assigned.

Supervisory Responsibilities

May have some supervisory responsibilities dependent upon department needs.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Training and/or Experience

Associates degree or equivalent from two-year college or technical school plus two to three years related experience and/or training or equivalent combination. Management experience preferred.

Certifications, Licenses, Registrations

OHIO NMLS License; Valid Ohio Driver's License; Ohio Limited Line Insurance License; Licensed Notary Public Ohio (Will be required after employment)