

JOB DESCRIPTION

JOB TITLE: BUSINESS SERVICES REPRESENTATIVE
LOCATION: OXFORD, MS
SCHEDULE: Monday – Friday, 8:00 a.m. to 5:00 p.m. or as needed to provide support for business services products.

RESPONSIBILITIES

- Maintains ongoing relationship with business customers through calls and outside contacts. Works with other bankers to gain and follow up with prospects for business services.
- Provides efficient and effective business services technical support for the following products / services: Business Online Banking (Secure Messaging, Online Stop Payments, E-statements, Alerts, Check Re-orders, Cross Entity Transfers, Debit Card Management), ACH Origination, Online Wires, Mobile Deposits, Dynamic Sweeps, Business Bill Pay, Merchant Card Services, Remote Deposit Capture, ACH Positive Pay and Lockbox / Remittance Processing. Technical support may include support via phone or on-site support.
- Recognizes needs-based sales opportunities for business services as well as loans and other banking products/services for current and prospective customers.
- Installs and supports remote deposit capture and merchant card services for business customers.

REQUIREMENTS

- Strong knowledge of computers and ability to troubleshoot (general understanding of hardware, software, operating systems, drivers, IP addresses, etc.)
- Decision making skills.
- Interpersonal skills to relate to coworkers and customers.
- Communication skills, oral and written.
- Sales skills.
- High school graduate or equivalent with minimum of one year of frontline banking experience OR equivalent work experience in the areas of sales, customer service and support, or financial services.

To apply for this position, download and save the Application Form located our Careers page. Once completed, please send the Application by attaching it in an email to careers@fnboxford.com.

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