



BEST PLACE TO WORK 2017-2023

UNIVERSAL BANKER

Lee Bank is a community bank committed to providing top-notch financial services to our valued customers. With a strong focus on community, we are looking for individuals who can contribute to our mission of empowering financial well-being. Lee Bank operates with a Culture of Purpose where our intention is to empower employees, customers, and our community by delivering local banking with service, sincerity, and simplicity at all points of interaction.

The Universal Banker is a versatile and flexible position that plays a pivotal role in ensuring the bank's ability to provide exemplary service to its retail customers. Universal Bankers are trained to provide efficient, accurate, personal, and comprehensive sales and service and will rotate between the teller-line and the customer service offices while conforming with banking policies, procedures, and regulatory guidelines.

The optimal candidate will have the following credentials, qualifications, education, and work experience:

- High School diploma or equivalent: additional education in finance or related field a plus.
- 2+ years of banking experience or equivalent (i.e. retail, hospitality, cash handling) preferred
- Previous experience in a customer service-oriented roll is preferred.
- Strong numerical and analytical skills to handle financial transactions.
- Strong communication skills, both verbal and written.
- Ability to work independently through low and high volume and maintain quality of work.
- Organizational skills, ability to multitask, flexibility.
- Proficient in Microsoft Office software products.
- Team Oriented personality
- Demonstrated honesty, integrity, and a commitment to maintaining confidentiality.
- Bilingual abilities are a plus as Lee Bank recognizes the value and importance of language skills in a globalized business environment.

Lee Bank offers a competitive compensation package. Please refer to Lee Bank's career section at www.leebank.com for a complete listing of benefits offered.



**PLEASE RESPOND BY
SENDING RESUME TO:**

Email: Susan Brown, SVP at sbrown@leebank.com
Mail: HR Department - Lee Bank 75 Park St. Lee, MA 01238

Employment Application can be found at Lee Bank.com → About Us → Careers

LEE BANK IS AN EQUAL OPPORTUNITY EMPLOYER AND STRONG ADVOCATE OF WORKFORCE DIVERSITY
RACE/COLOR/GENDER IDENTITY/RELIGION/NATIONAL ORIGIN/DISABILITY/VETERAN