



Front Desk Administrative Assistant

Department: Operations
Reports To: Angie Otis Deposit Operations Officer
Location: LCNB Operations Center Lebanon, OH
Hours: Monday – Thursday, 8:20 am – 5:05 pm
Friday, 8:20 am – 6:05 pm

Essential Duties and Responsibilities:

The following is a summary of some of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Greet all internal and external clients entering the lobby of the Operations Center.
- Process Teller Capture payments
- Sort incoming mail from the Post Office
- Online account keying
- Monitor various reports pertaining to bank regulations
- Monitor the Operations Center's security system
- Maintain visitor logs
- Receive packages and deliveries
- Assist multiple departments with completion of various daily, monthly and quarterly reports.
- Additional Deposit Services jobs as needed

Required Skills/Traits and Behavioral Competencies:

Below are items representative of the knowledge, skills and/or ability required.

- High School diploma or equivalent required
- Banking knowledge and experience preferred
- Strong verbal and written communication skills to internal and external clients
- Excellent time management, ability to meet deadlines and organizational and multi-tasking skills
- Demonstrated proficiency in basic computer applications, such as Microsoft Office software products
- Genuine desire to help others
- Ability to maintain a positive environment for all internal and external clients
- Exceptional attendance
- Outgoing, upbeat personality

Physical Requirements:

- Must be able to remain stationary position up to 75% of time.
- Must be able to lift up to 10 lbs.

Work Environment:

- Receptionist desk located in main lobby of LCNB Operations Center