



## Receptionist of Operations Center

**Department:** Operations  
**Reports To:** Kari Uhrig, Deposit Operations Officer  
**Location:** LCNB Operational 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.

- Greets all internal and external clients entering the lobby of the Operations Center.
- Verify Signatures on Cashier's Checks, Large Item Report and 2 Signature Required Report.
- Review and approve all Mobile Deposits
- Sort incoming mail from the Post Office
- Coordinate and order office supplies for Departments and Branch Locations
- Assist with Accounts Payable bills
- Monitor the Operations Center's security system
- Maintain visitor logs
- Receive packages and deliveries
- Coordinate courier schedule
- Assist multiple departments with completion of various daily, monthly and quarterly reports.

### Required Skills/Traits and Behavioral Competencies:

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

- High School diploma or equivalent required
- 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 10 lbs.

### Work Environment:

- Receptionist desk in Operations Center's main lobby