



Commercial Banking Summer Intern

Job Profile Name

Student Summer Associate

Job Profile Summary

A position that provides students the opportunity to exercise their skills and apply their knowledge in work situations that relate to their field of education and to learn about Commercial banking. Will work closely with experienced staff to complete general administrative and operational duties as well as special projects as assigned. Will provide excellent customer service and exhibit professional telephone and communication skill when interacting with customers and clients.

Job Description

Education and Experience:

- Currently enrolled as a full-time student in an accredited college
- Customer service experience preferred

Skills and Abilities:

- Basic PC skills with a working knowledge of Word, Excel and PowerPoint
- Excellent verbal and written communication skills
- Excellent attention to detail
- Ability to foster company success through professional appearance, being courteous to customers and other staff by having a positive attitude

Additional Job Description

Tasks Performed:

- 30% Develop, send and receive documents
- 30% Review, research and analyze documents
- 20% Setup and maintain record keeping systems
- 15% Respond to customer inquiries
- 5% Other duties as assigned

Physical Requirements:

- Communicate effectively with internal and/or external customers
- Stationary 75% of time or greater
- Move Objects to Maximum 10 lbs