

JOB POSTING

DATE OF ISSUE: August 8, 2018

POSITION: Customer Specialist

LOCATION: Pine Bluff Branch Office

SUPERVISOR: SVP Chief Lending & Marketing Officer

Serve as the initial customer contact in the Pine Bluff Branch. Primary responsibilities include:

- Checks, receipts, deposits, inquiries
- Loan support
- Managing files
- Administer FRS products (sell or referral sales)
- Provide administrative support to branch office team

Critical competencies include:

- Excellent customer service in person and on phone/email
- Ability to work in fast paced environment
- Strong Verbal and interpersonal skills
- Organization skills with preference for detailed work with high accuracy

REQUIRED KNOWLEDGE AND EXPERIENCE:

Requires high school diploma and the ability to be licensed for related services sales required. **Requires 3-5 years** progressive experience in financial institution or related office environment. Ability to work with a variety of people. Ability to effectively use various computer applications and be licensed for insurance. Knowledge of office practices and loan processing/servicing procedures desired.

SEND RESUME OR APPLICATION TO:

Attn: Anna Rankin – Customer Specialist /Pine Bluff
AgHeritage Farm Credit Services
119 E. Third Street, Ste. 200
Little Rock, AR 72201
Fax: 501-374-2621
E-mail: anna.rankin@agfcs.com

EEO/AA/M/F/V/D – *No Agencies Please*