

TRUST OPERATIONS SPECIALIST

1ST SUMMIT BANK, selected as one of the “Best Places to Work in Pennsylvania” from 2001 thru 2020, is in search of a highly motivated individual seeking full time employment in our Trust and Investment Department.

We are a growing community bank that prides itself on creating a personalized experience for our customers, providing exceptional customer service, and developing and expanding customer relationships.

Responsible for performing many Trust Operations duties such as: completes all daily transactions including receipts, disbursements, fees, investment trades; settles security and mutual fund trades; inputs information into the operations system; communicates with third-party custodians; generates and reconciles balances and reports; provides exceptional client service and support while maintaining a high level of confidentiality; responsible for assisting clients in the initial registration process and navigation of online account access; resolves procedural and administrative issues as it pertains to Trust operations; and provides assistance to other Trust Department personnel to achieve the Department’s goals and the Bank’s Mission Statement. Other duties may be assigned.

Successful candidate will have the opportunity for performance driven, upward growth with a dynamic company that is constantly expanding and growing. We offer an attractive salary and excellent fringe benefit package.

Qualifications:

- High School diploma or equivalent (preferably business education);
- Thorough knowledge of a trust operations system;
- Strong computer skills, including Microsoft Office Suite;
- Critical thinker with strong, interpersonal, written, and verbal skills;
- Job requires analytical ability along with independent work;
- Self-starter and quick learner who can add value to the department;
- Must be numbers oriented and have excellent communications skills;
- Candidate must be a courteous, professional, knowledgeable individual with well-developed office skills;
- The position requires the candidate be organized, neat, accurate and able to provide a direct and immediate response to department/management needs;
- Ability to concentrate and perform responsibilities by maintaining a constant state of focus and mental alertness.

Please submit your resume via email at HR@1STSUMMIT.bank or reply in strictest confidence, in writing to:

1ST SUMMIT BANK
Human Resources Dept.
P.O. Box 5480
Johnstown, PA 15904

1ST SUMMIT BANK is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.