

Job Posting

Position Summary:

Customer Service Representative. Duties include answering all incoming calls, statement rendering, wire transfers, debit card maintenance, scanning of all deposit account forms and updates, and handling disputes. A Self-starter requiring minimal training and supervision is needed to fill this position.

Number of Positions: One full-time position

Location: 1151 W. Hwy 77, San Benito, Texas 78586

Requirements:

High School Diploma or GED

Six months of previous experience in customer service department or similar operation.

Bilingual

Good verbal and written skills

Good organizational skills

Strong computer skills and proficiency with Microsoft Outlook, Word, and Excel

Professional Appearance

Excellent Customer Service Oriented skills a must in order to be successful in this position

Work Schedule:

Monday through Thursday 8:00 am until 5:00 pm. Friday 8:00 am until 6:00 pm. Saturdays on a rotating basis 8:45 am until 1:00 pm.

Full benefits are offered with competitive starting wage. EOE/Minorities/Females/Vet/Disabled.

If interested in learning more, please contact

Anita Boswell

Executive Vice President/CAO

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