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Career Opportunity

PromiseOne Bank is a leading community bank that provides quality financial services to diverse communities and populations. As a locally-oriented commercial bank, we provide a wide range of products and services to meet the diverse needs of our customers, including small business loans, commercial loans, mortgage loans, and customary banking services such as deposit products. By helping customers achieve financial success through customer-oriented services, we are actively contributing to economic growth within the community. Starting with our first main branch in Gwinnett County, Georgia, we are expanding our geographic footprint with the opening of several additional full-service locations in Georgia, New York, Texas, and Virginia. We also have loan production offices (LPO) in Texas and Pennsylvania. With our most recent expansion, we now have a business loan center in New York. With this rapid growth, we are looking for new talent to share our passion, grow together and achieve success together:

[Job Title] Operations Specialist I in **Operations Administration Dept.**

[Location] HQ – Duluth, GA

[Job Overview]

Operation Specialist is responsible for verification of daily transactions and maintenance of customers' deposit accounts efficiently and accurately.

Also, responsible to follow all Operations department guidelines in banking system.

- Perform and research Incoming and Outgoing check adjustment
- Perform exception items(Non-Post, Stop Payment & NSF)
- Perform Incoming and Outgoing Wires
- Review and maintain ACH transaction, Remote Deposit Capture & Mobile Deposit

[Requirements/Qualifications]

- High school diploma or equivalent
- 2+ years banking experience preferred
- Previous teller experience
- Product knowledge
- Fluency in the English language
- Bank regulation knowledge
- bilingual proficiency in Korean and English is preferred

We offer competitive compensation and excellent benefit package

- Medical, Dental, Vision, & Life Insurance
- 401(k), Paid Vacation and Sick Leave

If you are interested in working with us, please email your resume* to Career@promiseone.bank

*Document submitted will not be returned.

✉ PromiseOne Bank 2400 Pleasant Hill Road Suite 340 Duluth, GA 30096 ☎ 678.385.0834

PromiseOne Bank is an Equal Opportunity Employer.

