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Career Opportunity

PromiseOne Bank is a leading community bank dedicated to providing high-quality financial services to diverse communities. As a locally focused commercial bank, we offer a comprehensive range of products and services tailored to meet our customers' needs, including small business loans, commercial loans, mortgage loans, and a full suite of deposit products. Through our customer-centered approach, we help individuals and businesses achieve financial success while actively contributing to the economic growth of our communities. Founded with our main branch in Gwinnett County, Georgia, we have continued to expand our presence with additional full-service locations across Georgia, New York, Texas, and Virginia. We also operate loan production offices (LPOs) in Pennsylvania, along with a business loan center in New York. As we continue our rapid growth, we are seeking talented individuals who share our passion, commitment, and drive to grow and succeed with us.

Operations Specialist I in **Operations Administrations Department**
Temporary Position (Approx. 6 Months)

Headquarter Office - Duluth, GA

[Job Overview]

Operation Specialist is responsible for verification of daily transactions and maintenance of customers' deposit accounts efficiently and accurately. Also, responsible for following all Operations department guidelines in banking system.

[Job Overview]

- Wire transfer processing support
- E-banking support
- Document and record management
- Reconciliation & Balancing

[Requirements/Qualifications]

- High school diploma or equivalent
- Proficiency in MS office: Strong working knowledge of Word, Outlook, and Excel
- Fluency in the English language
- Attention to detail
- Strong problem-solving abilities
- Ability to work well under deadlines
- Ability to learn bank specific software

We offer Competitive Compensation and Excellent Benefit package
Medical, Dental, Vision, & Life Insurance / Paid Vacation and Sick Leaves / 401(k)

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.

