

WE HAVE THE FOLLOWING OPPORTUNITY AVAILABLE AT OUR CUSTODY LOCATION IN SENECA:

## ACCOUNT SUPPORT SPECIALIST:

CNB Custody is currently seeking a friendly and professional account support specialist to join our team. The ideal candidate will join a team responsible for answering and routing phone calls, daily mail runs, and general administrative support to ensure smooth operations. This is an exciting opportunity for someone who enjoys interacting with people over the phone and has strong data entry and organizational skills.

The ideal candidate will have the following skills and knowledge:

One to three years of customer service experience preferred. Excellent communication skills over the phone, as well as with colleagues. Knowledge of Microsoft Word and Excel in addition to data entry and proofreading. Basic mathematics skills including percentages and decimals required. Must be able to carry mail trays, operate postage machines, copiers, and fax machines.

Community National Bank offers competitive wages, BCBS health insurance, dental and vision insurance, 401K plan, life insurance, and paid holiday, vacation, and sick leave.

EQUAL EMPLOYMENT OPPORTUNITY/VETERAN/DISABLED EMPLOYER  
SUBMIT RESUME TO [JOBS@CNBCUSTODY.COM](mailto:JOBS@CNBCUSTODY.COM).

