

JOB DESCRIPTION

Mainstreet Community Bank of Florida

Bank Courier – Part time

FLSA Status: Hourly – Non-Exempt

Reports to: Branch Manager

Position Overview: The bank courier is responsible for providing pick-up, transport, and delivery of a wide range of items, including sensitive materials, confidential documents, mail and non-cash bank deposits, to and from customer's place of business to the Bank. In addition, the bank courier maintains and coordinates a time-critical operating schedule and maintains appropriate logs and records. The bank courier performs various route clerical functions as specially assigned.

Essential Job Functions:

- Picks up, transports, and delivers mail, confidential bank documents, non-cash bank deposits and other bank-related materials to and from various customer locations and bank offices internal and external.
- Coordinates and prioritizes pickup and delivery of items with bank department associates as appropriate; organize delivery schedule to ensure that bank deposits, mail, and bank materials are picked up and delivered in a timely manner.
- Ensures that non-cash deposits, confidential bank materials and documents are safely and securely transported to their proper destination.
- Prepares and maintains accurate log.
- Schedules, arranges for and coordinates the maintenance and repairs of bank vehicle.
- Pick up US Mail and assist with internal mail processing.
- Responsible for distribution or pickup of special delivery items that are not on a normally scheduled run.
- Represents Mainstreet Community Bank of Florida in a professional, friendly, and personable manner.
- Attend all required meetings.
- Performs miscellaneous job-related duties as assigned by supervisor.

Requirements:

- Valid driver's license with clean driving record
- Ability to safely drive company vehicle
- High school diploma or equivalent
- Ability to communicate effectively
- Ability to work independently
- Attention to detail, and the ability to follow procedures
- Positive attitude
- Reliable attendance

Physical Demands:

The employee will occasionally lift and/or move up to 50 pounds. The employee will regularly sit, talk, hear, use hands to finger, handle, or feel; and reach with hands and arms. Will use high level of mobility exiting and entering company vehicle and assigned pick-up locations. The employee will walk, climb, or balance; stoop or kneel. Special vision requirements include close and far vision and the ability to focus, especially while driving. The noise level in the environments can vary.