



Come join us!

We are a thriving, independent community bank, fully immersed in the evolution of a brand culture that is rooted in the heart of our organization. Together, we stand united in the knowledge that we are people who want to make a difference and be part of something bigger than ourselves. We do this through demonstrated:

- Passion and Drive
- Highly motivated professionals driven to succeed
- Shared Vision and Thinking
- Unwavering commitment to collaboration
- Focus and Performance
- We expect the highest performance level from ourselves and our coworkers, and we hold each other accountable in our pursuit of this expectation.

We encourage and support continued learning to help us grow as individuals, personally and professionally. We foster and create opportunities for our continued success, recognizing and rewarding all those who make it possible.

We're looking for qualified candidates who are authentic, optimistic, respectful, and inspire belief to stand united with us as a valued member of the Eagle Bank team.

All positions require:

- Professional appearance and approach
- Excellent attention to detail, interpersonal and communication skills
- Ability to adapt to changes in the work environment, managing competing demands and able to deal with frequent change, stress and/or unexpected events.
- Proficient use of computers and technology (i.e. PCs, tablets, smartphones, electronic banking, MS Office, etc.)
- Compliance with all Eagle Bank policies, procedures, performance and culture standards and expectations, as well as state and federal regulations.

We offer competitive salaries, a hybrid work environment, an excellent benefits package, including immediate enrollment in our 401(k) plan, and a generous PTO plan including 11 paid holidays.

Please submit your resume through **Indeed.com**. Thank you!

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

Career Opportunities

Deposit Services Representative (Full time) **Everett**

Summary: Under the general supervision of the Deposit Services Officer, performs a variety of clerical duties in support of the department functions.

- Reviews CD/IRA customer new accounts, renewal/maturity instructions, distributions and other documents necessary for accuracy by comparing it to the core processor reports. Verifies that all new accounts adhere to Banks CIP procedures, documents exceptions and follows up and tracks replacement of/or changes to documents with branch personnel as needed. Also competes CD/IRA research requests from branches and customers.
- Reviews ODI reports, prepares and sends customer correspondence for overdrawn accounts. Monitors overdrawn accounts that remain negative for charge-offs.
- Responsible for resolving service requests received in Synapsis from JHA Call Center, or refers to department management as necessary.
- Performs approved CIF maintenance changes on core as received from branches and others departments in the Bank.
- Monitors the General and Deposit Group VM boxes.
- Reviews redeemed bonds processed by Retail.
- Performs change of address (COA) requests from customers and Post Office.
- Assigns "Bad Address" flags to returned mail, according to policy and procedures.
- Monitors return mail and flag/charge accounts accordingly.
- Performs internal and external account research requests from customers, branches and various Federal/State agencies, and files supporting documentation.
- Processes incoming/outgoing wires.

Position specific requirements

- High School diploma required.
- Minimum one year experience in bank retail or operations required.
- Strong attention to detail, organizational and communication skills required.
- Ability to adapt to changes in the work environment, manage competing demands and deal with frequent change, stress and/or unexpected events.
- Proficient use of computers and technology (i.e. Internet, PCs, tablets, smartphones, MS Office, electronic banking, etc.); proficient use of bank core processing applications preferred.

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Sales and Service Supervisor (Full time) Lexington

Sales & Service Associate plus:

Summary: Supervises all activities related to the daily operation of the teller, vault, and customer service areas to ensure the ongoing, effective performance of the branch. Identifies inefficient branch processes and makes recommendations for improvements. Provides assistance with the development and implementation of related branch procedures. Participates in team efforts to achieve branch goals including core deposits and loan referrals.

- Fosters a positive environment by modeling cultural expectations of accountability, inclusion, flexibility, continuous improvement and collaboration as a results' driven leader with an optimistic, can-do attitude.
- Participates in the interviewing, hiring, orienting, coaching, training, and evaluation of staff. Collaborates with Human Resources on employee relations strategies. Makes recommendations for the continuing development of staff to ensure effective succession planning.
- Supervises and/or participates in opening and closing of branch and branch security.
- Administers the branch cash vault and ATM as needed.
- Approves transactions within approved limits including, but not limited to: check cashing, deposits, withdrawals, fee waivers, etc.
- Assists with schedule and branch staff assignments to ensure sufficient coverage and proper performance of the branch.
- Provides internal and external customer support as needed, including but not limited to: greets customers, handles cash and non-cash customer account transactions and servicing functions, responds to product/service/account inquiries, assists with research requests, resolves/escalates customer issues as necessary/appropriate, educates customers on how to conduct simple transactions through self-service technologies, etc.
- Initiates product and service referrals to appropriate department or individual for follow-up.
- Participates in activities for generating new business such as promoting branch sales culture and special promotional events.
- Maintains working knowledge of the Bank's products and services, branch operations and related I.T. systems, in addition to regulatory requirements.
- Supervises and assists branch staff regarding the interpretation and implementation of Bank policies and procedures.
- Provides timely assistance with required audits, reports, schedules, etc.
- Functions in the capacity of Teller/Sr. Teller/Sales & Service Associate/Supervisor at any branch location as requested/required, including but not limited to: managing personal cash drawer and opening accounts.
- Organizes and maintains workstation in a neat manner, in accordance with Bank standards.

Position specific requirements

- High School diploma or equivalent required.
- Minimum two years' customer service, cash handling, supervisory, and sales experience required.
- Excellent attention to detail, interpersonal and communication skills required.
- Full proficiency in performing Teller/Sr. Teller/Sales & Service Associate/Supervisor functions at all branch locations required.
- Ability to adapt to changes in the work environment, manage competing demands and deal with frequent change, stress and/or unexpected events.
- Proficient use of computers and technology required (i.e., Internet, PCs, tablets, smartphones, MS Office, electronic banking, etc.).

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Sales and Service Associate (Full time) **Everett**

Summary: Supports branch sales and operations by proactively assisting customers with service requests and performing cash and non-cash transactions on customer accounts. Identifies customer needs and provides solutions and referrals for products and services as appropriate. Participates in team efforts to achieve branch goals including core deposits and loan referrals.

- Provides internal and external customer service as needed, including but not limited to: greets customers, handles cash and non-cash customer account transactions and servicing functions, responds to product/service/customer/account inquiries, resolves/escalates customer issues as necessary/appropriate, educates customers on how to conduct simple transactions through self-service technologies, etc.
- Identifies customers' needs as it relates to the appropriate selection of retail/commercial deposit products and services; opens accounts and assists customers in proper completion of account paperwork and transactions; reviews documents/data entry for accuracy and completeness.
- Cross sells products and services and makes appropriate referrals to other staff members and departments.
- Actively participates in branch promotions, generates qualified loan referrals and contributes towards branch product and service origination goals.
- Maintains working knowledge of all products, services and regulatory requirements.
- Manages personal cash drawer, including daily drawer balancing, check balancing, and drawer limits as needed; assists with branch opening and closing.
- Functions in the capacity of Teller/Sales & Service Associate in any branch location as requested/required.
- Organizes and maintains workstation in a neat manner, in accordance with Bank standards.

Position specific requirements

- Minimum two years' high school completed or equivalent required.
- Minimum one year customer service experience required; cash handling a plus.
- Excellent attention to detail, interpersonal and communication skills required.
- Full proficiency in performing Teller/Sales & Service Associate functions at all branch locations required.

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