



Data Integrity Specialist

West Des Moines, IA

Competitive Salary • Excellent Benefits

The Position: Earlham Savings Bank is looking for a full time Data Integrity Specialist to be a member of our file maintenance team which supports our core system information including debit cards, bill pay, and online banking functions. Primary responsibilities for this position will include detailed data entry, phone assistance/customer service, and special projects.

The Candidate: Candidates must possess some banking knowledge and strong customer service skills. Confidentiality, general math skills, attention to detail, problem solving and the ability to multi-task are essential for this position.

Qualifications: High school diploma or GED required. Bachelor's degree and previous banking experience preferred.

Work Schedule: Monday thru Friday and rotating Saturdays at our West Des Moines location (may be asked to work at other locations as needed).

Apply by sending your resume to careers@earlhambank.com. Closing date for applications is December 28, 2018.

Earlham Savings Bank is an Equal Opportunity Employer and Member FDIC.