Job title: Banking Operations Intern
FLSA status: Non-Exempt
Pay rate: $11.50/hour
Department/Group: Banking Operations
Reports to: Michelle Thacker
Revision date: March 2018

About Baker Boyer:
Baker Boyer is the oldest independently owned community bank in the Pacific Northwest. It serves the Walla Walla, Kennewick and Yakima communities with seven branches, providing wealth management as well as personal and business banking services.

About this role:
Interested in a career in banking operations? This internship is a great opportunity for the intern to gain practical, hands on experience and knowledge in the field of banking operations and loan production, as well as provide administrative, organization and project support to the Baker Boyer Banking Operations team.

Baker Boyer seeks a positive individual to assist with a conversion project for Business Online Banking and Cash Management. The intern will gain experience working and communicating between two different departments and will become familiar with banking software.

Role and Responsibilities:

- Partners with Banking Operations and Loan Production to update, convert, and file business online banking applications in electronic files.
- Assist with daily responsibilities such as scanning documents, reviewing files for all necessary documentation, and many other duties related to banking operation functions.
- Consistently delivers exceptional client care and service by handling requests from coworkers in a timely, thorough and accurate manner.
- Works in an efficient manner to consistently deliver excellent client service, prioritize multiple job tasks and meet deadlines.
- Maintains the security and confidentiality of Bank and client information.
- Performs additional duties as requested.

Education and Experience Requirements:
Must be a current student at a community college or college/university majoring in business or other applicable area of study.

**Skills and Qualifications:**

- Must demonstrate strong communication skills, including listening, verbal and written communication skills. Ability to read, write, speak and understand English.
- Able to follow directions and multi-task.
- Must demonstrate excellent time management and organizational skills.
- Team player- willing to help and do what is needed and/or best for the organization, clients or team.
- Must demonstrate a high level of confidentiality and job ethics crucial to the banking environment.
- Ability to portray a highly professional image at all times by observing bank dress guidelines and exemplifying self-confidence and poise.
- Strong knowledge and ability to use and/or learn Microsoft Office Suite (Word, Excel, Outlook) with proficiency and accuracy.

**Physical Demands/Conditions Requirements:**

The job tasks and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made as appropriate to enable individuals with qualified disabilities to perform the essential functions.

General office environment, bending, sitting and/or standing on feet in dress shoes for extended periods of time, extended use of computers, office and item processing equipment, hand eye coordination, manual dexterity, proficient at 10 key, lifting boxes of coins up to 40lbs. Ability to display positive attitude and genuine listening skills with clients.

**How to Apply:**

- Visit bakerboyer.com/careers and complete the online application.
- Provide your resume and cover letter with your application. Your cover letter should include the following:
  - Which internship(s) you are interested in
  - If you A summary of your skills and educational pursuits
  - How your skills would benefit Baker Boyer Bank
  - What you are interested in learning through an internship. For example: Are there specific skills you would like to hone? Do you have a specific project in mind?

Please email HR@bakerboyer.com should you have any questions about the internships or process.
Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Baker Boyer believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to adjust the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.

**Baker Boyer is an equal opportunity employer.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.