



**Posting Date:** March 10, 2021  
**Position:** Part-Time Summer Intern  
**Reports to:** Branch Manager  
**Location:** Haskell TX

**Summary of Primary Duties/Responsibilities:**

Vista Bank is currently seeking a part-time summer Intern for our Haskell branch. The position duties/responsibilities include:

- Greeting customers and patrons by lobby or phone
- Recording and filing documents, making copies and imaging
- Compliance with all company and banking regulations
- Developing relationships with our customers through outstanding customer service
- Running errands and delivering messages in and out of the office as needed
- Check and record information from company emails and pass them along to relevant people/departments in the company

**This Position requires:**

- High School Diploma or GED or equivalent
- Banking experience or minimum of six months of customer service contact experience preferred
- Proficient in Microsoft Excel and Word
- Great personal and communication skills
- Ability to work well with fellow employees and customers
- Positive attitude and great work ethic
- Ability to use office equipment, including computers
- Reliable transportation
- Ability to speak and hear
- No visible tattoos or body piercings except conservative ear piercings
- Spanish as a second language preferred
- Must meet minimum credit standards and pass a criminal background check
- Only applicants that have consented to a background and credit check will be considered

Contact any Vista Bank location for an application.

Completed applications should be delivered in person to:  
101 N Avenue E  
Haskell TX 79547

Please direct inquiries to Yolanda Herrera at 940.864.5782

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Vista Bank reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Vista Bank is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, natural origin, sex, age, status as a protected veteran, among other things, or status as a qualified individual with disability.*