

25297 Private Banking Administrative Assistant - Clayton

Job Category: Grade 06

Location: 25297 Private Banking Administrative Assistant - Clayton

Job Expectations:

Private Banking Administrative Assistant - Clayton (Full Time)

How would you like to work for a great company that offers career growth and values your skills and experience? For over 150 years, Commerce Bank has built a strong reputation as a “Super Community” bank and is recognized as an industry leader. In today's growing and competitive financial services industry, we look for creative and innovative solutions to meet the needs of our customers. To achieve our results, we recruit the best and brightest employees who ask, listen and solve to meet our customers’ needs.

Commerce Trust Company, a division of Commerce Bank, is ranked among the top 25 investment advisors in the U.S. with over \$40 billion in client assets. Commerce Trust Company concentrates on serving individuals, families, business owners and institutions investment management needs through a combination of world class capabilities and resources, objective advice, customized solutions and unparalleled service.

This opportunity provides administrative and operational support to members of the Commerce Trust Company Private Banking Team. Responsible for greeting clients for scheduled meetings, answer phones and maintain conference rooms. Supports Private Banking Managers by keeping detailed records, producing and maintaining reports. Position responsible for providing a high level of customer service. Must be detail oriented, able to multitask, manage time effectively, and initiate problem solving.

High School graduate, some college preferred. Previous office experience preferably in a financial or professional environment. Prior experience in customer service contact and multi-line telephone skills. Excellent communication skills both written & oral. Good organizational skills and attentive to details. Professional appearance. Good computer skills using Word/Excel/PowerPoint/Microsoft Office. Ability to interact effectively with all levels of staff and work as a team sharing responsibilities. Full-time. Monday-Friday. Clayton Location.

Time Type: Full Time

Apply at: <http://www.commercebank.com/careers>

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