

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dsc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Item Processing/Call Center Associate

Business/Location: Centennial Bank, Trezevant, TN

Responsibilities include but are not limited to:

- Provide excellent customer service.
- Have friendly and helpful attitude and the ability to interact positively with customers and co-workers.
- Work well with others in a team environment.
- Exhibit attention to detail, learn and apply policies and procedures, and perform basic mathematical tasks.
- Explain, promote, and sell products or services.
- Operate computer and applicable computer programs efficiently.
- Complete Director morning procedures.
- Download and interface cash letter to core.
- Transmit outgoing cash letter files to the Federal Reserve.
- Enter general ledger ticket descriptions in the core.
- Process and interface teller work files to core.
- Manage customer emails in Director.
- Review Precision batch and accrual morning reports.
- Download and interface ACH files to core.
- Send NOC returns to Federal Reserve.
- Batch and process corporate tickets.
- Report official checks to third party vendor.
- Respond to customer contact web emails.
- Manage social media presence.
- Answer customer questions in a timely and professional manner.
- Answer employee questions and provide support in a timely and professional manner.
- Perform assigned individual duties not included on rotation lists.
- Regular and punctual attendance as well as accurate work are among essential job functions for an employee at Centennial Bank.

Requirements:

- High school diploma or GED equivalent.
- Experience preferred but not required.

To apply: For required application and more information, go to:

www.mycentennial.bank

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to www.jobs4tn.com.