



**Job Title:** Receptionist  
**Supervisor:** Senior Retail Banking Officer  
**FLSA Status:** Non-Exempt

**Job Overview**

Cape Ann Savings Bank seeks a full-time receptionist who will answer the Bank's telephones and greet visitors to the Bank in a professional manner. Duties also include providing information and performing clerical tasks as needed.

The qualified candidate will possess excellent verbal communication skills and a friendly and welcoming demeanor. Knowledge of Microsoft Word and Excel, in order to provide assistance to Bank staff, is helpful.

**Education & Experience:** High School diploma. Previous experience as a receptionist or a switchboard operator, preferably in another bank setting.

**Required Skills, Knowledge & Abilities:** Excellent knowledge of telephone etiquette. A friendly and courteous demeanor. Ability to multitask. Ability to work efficiently and accurately.

**Interested candidates should download and complete an application by visiting:**  
<https://www.capeannsavings.bank/Employment>.

**Please email completed applications and a resume to: [kathryn.melanson@casbank.com](mailto:kathryn.melanson@casbank.com) or mail completed application and resume to:**

*Kathryn Melanson, Human Resources  
Cape Ann Savings Bank  
109 Main Street  
Gloucester, MA 01930*

**Cape Ann Savings Bank is an Equal Opportunity and Affirmative Action Employer.**