



Operations Admin

The St. Henry Bank

The St. Henry Bank is seeking a confident and professional individual to join our team as an Operations Admin. The general function of this position is the maintaining and processing of all customer accounts and transactions. Candidate will assist in customer inquiries to ensure timely and courteous responses, while meeting or exceeding customer satisfaction. Individual will also handle electronic banking services such as Debit Card Processing, Internet Banking, Remote Deposit Capture, and Mobile Banking.

Position Requirements Include:

- Customer service focused
- Maintain highest level of confidentiality with all information obtained
- Comply with all bank policies, procedures, and regulations
- Well organized and pay close attention to detail
- Meet expectations for attendance and punctuality
- Professional in appearance and actions
- Excellent financial and analytical skills
- Associates degree in Business Administration or Accounting, or 2 years related experience.

This is a full-time position at our main office location in St. Henry, Ohio. Office hours are Monday through Wednesday 8:00AM - 4:00PM, Thursday and Saturday 8:00AM - 12:00PM, and Friday 8:00AM - 5:00PM. The anticipated hours per week are 37. A rotation of Saturday morning hours is required.

The St. Henry Bank offers competitive wages and a full benefits package that includes:

Medical, Dental, Vision, Life, and Long Term Disability Insurances

HSA – Includes Employer Contributions

401k Retirement Plan & Profit Sharing

Paid Holidays

Vacation and Sick Days

If interested, contact Bonnie Staugler by phone, email, or in person at:

The St. Henry Bank

231 East Main Street

St. Henry, OH 45883

(419) 678-2358

bstaugler@sthenrybank.com

The St. Henry Bank is an equal opportunity employer.

10/1/2025