



www.embassybank.com

Our Vision

Embassy Bank Vision Statement

Embassy Bank is a happy, team-oriented, entrepreneurial group of local professionals with significant financial services experience. We possess an unmatched level of dedication to providing our future valued customers with exceptional service. Our total focus on customer satisfaction is the catalyst, continuously driving us to be able to provide the best financial products, services, technology and solutions. As a team, we will strive to exceed customer expectations while setting the standard for relationship banking in the Lehigh Valley. By regularly soliciting feedback from all Embassy Bank stakeholders – customers, employees, management, shareholders, directors and the Lehigh Valley community – we will constantly improve these attributes, contributing to stakeholder value and generating exceptional performance

The Embassy Bank Experience:

Less Corporate. More Caring. All Community.

It's time to get excited about coming to work.

Embassy Bank for the Lehigh Valley is not your average bank, and it all starts with great people.

Embassy Bank offers rewarding careers in a great environment. If you are looking for a career where you and your work are valued, look no further. We focus on serving our customers, not meeting quotas.

- **Tired of feeling like a number?** Embassy Bank is driven by the extraordinary service level we offer to our customers. We understand that this kind of service comes from investing in not just our business, but also in our team.
- **Room to grow.** Here at Embassy Bank, individual and unique skills are highly valued and cultivated. You'll be a part of a successful organization with a focus on growing our team along with our organization.
- **A passion for community.** As a true community bank, we are here to serve the Lehigh Valley exclusively. Not just with banking services, but also through our investment in local businesses and contributions to many local non-profit agencies. If giving back to your community is rewarding to you, we welcome you to our family.

If you're interested in learning more about the Embassy experience and how it will make a positive impact on your future, we invite you to get in touch with us. We already know we want to learn more about you.

EMBASSY BANK ENTRY LEVEL CAREERS IN BANKING

	Customer Contact		Operations				Finance & Accounting
	Branch Network	Telephone Customer Service	Deposit Operations	Commercial Services	Loan Operations	Business Banking	(specific experience or degrees may be required)
Entry Level	Personal Banker Cash and deposits taking, new deposit accounts, loan applications, customer service.	Customer Service Assist with telephone requests from customers- loan or deposit account questions, on line banking questions, etc.	Deposit Operations Banker All aspects of deposit operations: return items, ATM cards, overdrafts, fraud identification, etc.	Commercial Services Banker All aspects of delivering a services to business customers including, documentation, communication, reporting, telephone customer service, research, administrative support for the Commercial Services team.	Loan Operations Banker Monitors insurance, processes lien satisfactions, order and review appraisals, review commercial appraisals, support loan operations team.	Business Banker Admin Business Loan Support- research, insurance, customer documentation, customer communication, administrative support for the lenders.	
2nd Step	Personal Banker with Loan Authority Same as Personal Banker but ability to approve loan applications within granted authority.	Customer Service Specialist Same as above, with potential for supervisory activities.	Electronic Banking Specialist All aspects of on line banking for personal and retail accounts, bill payments, ACH, Wire Transfers.	Commercial Services Customer Product Specialist In person customer service for business customers interested in or utilizing the Bank's commercial services products.	Loan Operations Specialist Monitors new and existing loans - insurance, taxes, compliance, regulatory reporting support, exception tracking, new and modified loan reviews.	Business Loan Documentation Specialist Business loan documentation and settlement packages.	Finance Bankers
	or	or	or	or	or	or	General Ledger Reconciliation, Financial Reporting, Accounts Payable, Vendor Management, Asset Liability Management Support.
Alt. 2nd Step	Operations or Finance Banker- any area	Personal Banker or Operations or Finance Banker- any area	Deposit Operations Specialist or Personal Banker	Loan Operations Specialist or Deposit Operations Specialist or Electronic Banking Specialist or Personal Banker	Business Loan Documentation Specialist or Personal Banker	Loan Operations Specialist or Personal Banker	Personal Banker or any Operations Banker
3rd Step	Customer Satisfaction Manager Similar to Personal Banker with Loan Authority, with the addition of managing a branch office team.	Customer Service Supervisor (specific experience or degrees may be required)	Electronic Banking Supervisor (specific experience or degrees may be required)	Loan Operations Supervisor (specific experience or degrees may be required)	Business Banking Administrative Manager (specific experience or degrees may be required)	Asst. Controller Supervise all aspects of above, plus regulatory reporting, funds /liquidity management, investment portfolio support, analysis of financial results, financial reporting. (specific experience or degrees may be required)	
	or	or	or	or	or	or	
Alt 3rd Step	Consumer Lender, Deposit Operations Specialist or Supervisor	Electronic Banking or Deposit Operations Supervisor	Deposit Operation Supervisor (specific experience or degrees may be required)	Business Banking Administrative Manager (specific experience or degrees may be required)	Loan Operations Supervisor (specific experience or degrees may be required)		

EMBASSY BANK
ADVANCED MANAGEMNT OPPORTUNITIES IN BANKING

General Areas	Management or Advancement Opportunities (typically requiring college degrees +/- or vast experience)	Description
Business	Business Bankers	Meeting with customers and developing lending relationships with businesses, business owners and other professionals and managing the ongoing loan relationship.
	Business Development Bankers	Meeting with customers and developing banking relationships with businesses, business owners, accountants, attorneys, and financial planners.
	Credit Analysts	Analyzing the credit worthiness of business customers and preparing credit presentation for new and existing loan relationships.
	Commercial Services Bankers	Meeting with customers and developing deposit account and cash management relationships with businesses.
Retail:	Branch Administration Management	Overseeing all or part of the branch network.
	Consumer/Mortgage Lending Management	Oversight of all aspects of lending to individuals for homes, cars, etc., and managing the lending team.
Finance/Accounting:	Asset Liability Management (ALCO)	Managing the various components of the Bank's Balance Sheet, and the impact of interest rates and maturities of assets and liabilities.
	Finance/ Controller	Managing the Banks' finances, accounting, and financial reporting systems.
	Investments	Managing all aspects of the Bank's investment portfolio.
Technology	Information Technology	Working with all areas of the Bank to ensure that the technology is securing the Banking environment, functioning, efficient, up to date, and compatible with the software and systems used Bank wide.
	Customer Financial Technology (FinTech)	Working with all areas of the Bank to manage, maintain, upgrade and add to the technology offered directly to customers.
Operations:	Deposit Operations/Electronic Banking	Managing the day to day operations team with respect to all aspects of the deposit product and services (checking, savings, money market, certificates of deposit, etc.) and/or managing the day to day operation of bank wide electronic banking services (on line banking, wire transfers, ACH services, automated bill payment, mobile banking, on line account opening, etc.)
	Loan Operations/Retail and Business	Managing the day to day operations team with respect to all aspects of the lending related product and services (auto loans, mortgage loans, business term loans, business and retail lines of credit, overdraft lines of credit, etc.)
Other	Audit	Reviewing all activities and making sure that bank wide processes have appropriate controls to protect the both the bank and the customers of the bank.
	Community Reinvestment	Understanding the needs of the community served by the Bank and ensuring that the bank offers products and services to meet the needs of the entire community.
	Compliance/Legal/BSA	Oversight of the legal aspects of Banking. (regulations, compliance, personnel law, contract law, Bank Secrecy Act (BSA), etc.)
	Facilities Management	Managing the Maintenance of existing properties, furniture, fixture, equipment and managing the development of new facilities.
	Human Resources	Managing the personnel aspects of the Bank and its team. (Hiring, payroll, benefits, etc.)
	Marketing /Advertising	Working with all areas of the Bank to enhance and market: product awareness, the Bank's image, and brand recognition, through all types of media.
	Physical Security	Managing all aspects of protecting the Bank's assets (people, building, contents, cash) .