

Mortgage File/Vault Clerk

Guardian Savings Bank is looking for a File/Vault Clerk in their Mt. Airy branch. The position is for full-time employment.

The File/Vault Clerk position will

- Transfer files between several departments
- Move/Shift files as needed in the Mortgage loan Vault area
- File and retrieve mortgage documents for other departments

Requirements:

- High School Degree
- Good Math and Reading skills
- Strong work ethic and punctuality
- Physically fit for moving/carrying boxes of 30 pounds and shifting files on 7 foot shelving.
- Ability to work independently