

## Careers

Discover the benefits of working at an independent community bank!

This page lists current employment opportunities with Bank First National. The listing is for all Northeast Wisconsin offices in Manitowoc, Brown, and Sheboygan counties. Each job description specifies the location, status (full-, peak-, part-, or limited part-time) and a brief description. Benefit information is listed at the bottom of this page.

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Positions at Bank First National:

Administrative Assistant (8th Street, Manitowoc) - We have a part-time position open for an Administrative Assistant in our Wealth Management department at our 8th Street office location. This position is responsible for the posting of income and disbursements and other various transactions to the Trust Accounts. This is an hourly position which requires working from 12:30 p.m. to 4:30 p.m. Monday through Friday. Salary is based on experience and our salary structure. For a complete job description, [click here](#).

To apply for a position, send resume or application to:

Human Resources

Bank First National

P.O. Box 10

Manitowoc, WI 54221-0010

Or e-mail Sharol Schroeder at [sschroeder@BankFirstNational.com](mailto:sschroeder@BankFirstNational.com).

For questions about employment at Bank First National, call our human resources department at (920) 652-3288 or use the e-mail link above.

At Bank First National we have four types of employment status: Full-time, peak-time, part-time, and limited part-time. The benefits of the different categories are:

**Full-time:** Health, dental, vision, life and disability insurance are available to full-time employees. Paid holidays, sick time, and personal holidays are available starting January 1. We also offer a 401(k) and a bank-sponsored retirement plan, a clothing allowance, and a clothing advance. Free bank services are available to employees.

**Peak-time:** Our peak-time employees work an average of up to 30 hours per week. Benefits include the opportunity to purchase health, dental, and vision insurance. Life and disability insurance are available at no cost. Holidays are paid at

half-day pay. Paid sick time and personal holidays are available the first year. Paid vacation is available starting January 1. We also offer a 401(k) and a bank-sponsored retirement plan, a clothing allowance, and a clothing advance. Free bank services are available to all employees.

Part-time: Our part-time employees work an average of up to 20 hours per week. Benefits include paid vacation, a 401(k), a bank sponsored retirement plan, a clothing allowance, a clothing advance, and free bank services.

Limited part-time: Our limited part-time employees work summers or a very limited schedule such as Saturdays. Limited part-time employees receive free bank services.

Bank First National is an equal opportunity employer.