

## JOB DESCRIPTION

**Position: Teller Full or Part Time**

**Facility: Niles**

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### General Summary

NorthSide Community Bank is an independent community bank that strives to provide exceptional banking services to our local community. A leading community bank in the Chicago land area with 4 local branches, we continue to strive for success and *"The Very Best in Banking"*!

### Principal Duties and Responsibilities

Process customer transactions such as deposits, cashing checks, recording night and mail deposits, etc. Cross-sell bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative. Balances drawer on a daily basis and performs related duties as assigned.

### Qualifications

Must be detailed orientated and customer focused

Excellent communication skills (written and verbal)

High school diploma or equivalent with 3 to 6 month experience

Must be able to demonstrate product marketing and work in a sales motivated environment

Proficient in Excel and Word

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We offer a competitive total compensation package for all full-time employees which include some of the following:

- ❖ Incentive Plan
- ❖ Profit Sharing and 401K Plan
- ❖ Medical and Dental Insurance
- ❖ Paid Holiday, Vacation and Personal Days
- ❖ Tuition Reimbursement

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All qualified, interested candidates please submit your resume for consideration to:

NorthSide Community Bank

Attention: Gloria Pagan

1155 Milwaukee Ave

Riverwoods, IL 60015

Email: [HR@nscombank.com](mailto:HR@nscombank.com)

Fax: 847.419.9348

*NorthSide Community Bank is an Equal Opportunity Employer*