

JOB DESCRIPTION

Position: Teller

Facility: Mundelein

General Summary

Provides a variety of service functions, including processing savings accounts, checking accounts and loan transactions, cashing checks and selling money orders and cashier's checks. Also processes mail, maintains detailed account records, cross-sells products and services. Is responsible for verifying cash totals and balances drawer on a daily basis.

Principal Duties and Responsibilities

Process customer transactions such as deposits, cashing checks, recording night, balances ATM 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.

Accountable for representing the bank to the customer in a courteous, professional manner, recognizing them by name and providing prompt, efficient, and accurate service.

Performs related duties as assigned.

Knowledge, Skills and Abilities Required

- * Good interpersonal skills to represent the bank in a positive way in dealing with the bank's clients.
- * Possess good communication skills to be able to communicate effectively with clients of the bank, department staff, co-workers and other bank managers.
- * Strong cash handling abilities.
- * Ability to be focused and diligent with all types of teller transactions

Education and Training Requirements

The above abilities are usually acquired, but not limited to, a high school diploma or equivalent with three to six months' related experience.