



JOB DESCRIPTION FOR CUSTOMER SERVICE REPRESENTATIVE (Cawker City, KS)

Bank Teller Job Function:

Greet customers as they enter the bank and complete various financial transactions.

Bank Teller Essential Duties and Responsibilities:

- Provide account services to customers by accurately completing account transactions including deposits, withdrawals and payments
- Open new and update existing checking and savings accounts and gather all required documentation from customers for these accounts.
- Assist customers with money orders, cashiers checks, travel/gift cards, savings bonds and CDs
- Balance cash drawer and vault daily, accurately and efficiently
- Audit other tellers' currency
- Maintain records of all transactions
- Answer questions in person or on telephone and refer customers to other bank services and representatives as necessary
- Cross-sell bank products by answering inquiries, informing customers of new services and product promotions
- Complete special requests by closing accounts, taking orders for checks, providing special statements, copies, and referrals and completing proper safe-deposit box procedures.
- Review mobile deposit submissions for proper endorsement and check presentment
- Maintain customer and bank operations confidentiality.
- Contribute to team effort by assisting with other bank and community related tasks as needed.

Bank Teller Skills and Qualifications:

Excellent Customer Service, Attention to Detail, General Math and Accounting Skills, Effective Verbal Communication, Documentation Skills, Basic Computer Knowledge, Professionalism

Experience:

- One to twelve months of similar or related experience preferred
- High School Education or GED

Work Environment:

Indoor work; Standing for prolonged periods of time; Ability to lift 20 to 50 lbs occasionally

Hours of work: Full time; 35 hours/week minimum; 8:30 am – 4:30 pm

To apply:

- Email your resume to dpendleton@fmbmilligan.com
- Pick up an application at our Cawker City Branch: 719 Wisconsin St Cawker City, KS 67430