



STOCKGROWERS
STATE BANK

Position Overview

Job Title: Teller/Customer Service Rep
Classification: Part Time Non-Exempt
Branch: Maple Hill - some travel to other branches required
Schedule: Varied hours (Mon-Fri 8 AM – 5 PM)

Job Requirements and Responsibilities:

- Serves customers by completing account transactions.
- Provides account services to customers.
- Answers questions in person or on telephone and refers customers to other bank services as necessary.
- Cross-sells bank products.
- Completes requests such as opening & closing accounts.
- Reconciles cash drawer by proving cash transactions, counting and packaging currency and coins.
- Maintains supply of cash and currency.
- Maintains customer confidence and protects bank operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

Bank Teller Skills and Qualifications:

- Customer service
- Attention to detail and thoroughness
- General math skills
- Verbal communication
- Integrity
- Selling to customer needs
- People skills
- Financial skills
- Financial software experience
- Documentation skills

Education, Experience, and Licensing Requirements:

- High school diploma, GED, or equivalent
- Previous customer service experience preferred

If this position sounds like a good fit for you, email your resume to hr@stockgrowers.biz

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