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# Example of Senior Teller Job Description

Our growing company is looking for a senior teller. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior teller

* Assist clients in achieving their financial goals by actively referring Bank products/services, and by referring clients to other Bank specialists when appropriate
* Assist with the operations of the branch along with the training, mentoring, and coaching of teller team
* Maintain a high level of personal reliability and punctuality
* Provide an excellent experience for clients acting as the face of the Bank
* Successful completion of Teller Operations Coordinator
* Meets promotional performance requirement of 2.0 rating
* Ability to manage and motivate others to set and achieve goals
* Ability to stand for extended periods and to lift up to 25 pounds in coin and currency
* Assist the Teller Supervisor with daily banking functions
* Perform Teller Supervisor duties in supervisors’ absence

## Qualifications for senior teller

* Previous cash handling experience would be preferred
* Processes and approves transactions for clients within specified limits
* Monitors, researches, and balances contra accounts
* Prefer working experience in teller job, EXPERIENCE WITH VIP CUSTOMER
* Excellent interpersonal and communication skills, good proficiency in English (Speaking & Writing), PREFER KOEAN SPEAKING
* Extensive cash balancing and reconciliation skills