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# Example of Teller Supervisor Job Description

Our growing company is looking for a teller supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for teller supervisor

* Conduct meetings with Tellers to reinforce cross training and ensure adherence to policies and procedures
* Supervise currency shipments to and from the Federal Reserve insuring effective dual control is maintained
* A minimum requirement of 3 years related experience
* Effective bank operations abilities
* Assist clients with their service needs and accurately performs Teller transactions in accordance with bank policies and procedures
* Participates in staffing decisions, interviews, work schedules, promotions, hiring, cross training, and assignments of responsibilities to ensure the right people are available to meet customers' needs
* Demonstrates solid working knowledge of bank products and services
* Meets or exceeds individual performance sales goals while supporting the goals of the branch
* Participates in daily kick-offs/huddles and weekly sales meetings
* Demonstrates efficiency with financial transactions for checking, savings and borrowing customers

## Qualifications for teller supervisor

* 3 plus years Teller or 4 plus years related experience and a High School diploma
* Must be able to travel to other branches in the district
* Proven ability to work effectively under time constraints
* Excellent knowledge of PC, including internet and internal bank software
* In the absence of the Banking Center Manager, is responsible for overseeing the banking center
* Responsible for the supervision and scheduling of assigned staff and exercises the usual authority concerning interviewing, hiring, performance appraisals, discipline, promotions, salary recommendations and terminations