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# Example of Teller Supervisor Job Description

Our growing company is searching for experienced candidates for the position of teller supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for teller supervisor

* Adheres to Branch Operations Standards, policies and procedures and regulatory guidelines to protect against risk
* Prepare sales support materials and schedules client appointments for BSR and FSM
* Performing customer banking transactions, identifying and servicing customer needs and resolving issues
* Answering customer questions to ensure satisfaction and safety
* Supervising the teller staff and directing day-to-day operational activities within the teller area
* Supporting the sales process by coaching and motivating tellers to refer customers in need of additional financial solutions to bankers
* Sharing product and service promotions and new opportunities with our customers
* Coaching, training and developing tellers
* Ensuring compliance with outside regulations and corporate standard operating procedures
* Performing periodic cash counts of teller windows and cash vault

## Qualifications for teller supervisor

* Consistently delivers exceptional customer service to each and every client
* Adheres to established bank policies, procedures and guidelines
* Participates in retail sales programs to help meet personal and banking center goals
* Actively participates in team meetings and participates in community projects and appropriate educational programs related to the position
* Helps the Banking Center Manager in supporting and driving sales goals
* Assists Banking Center Manager in audits and reporting as requested