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# Example of Teller Job Description

Our company is growing rapidly and is looking for a teller. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for teller

* Opens and closes the Teller Area in accordance with the End of Day procedures
* Identify cross selling opportunities and refer customers/prospects to the appropriate platform employee or LOB rep eg Mortgage, IFS, etc
* Assist in daily balancing and processing of ATM, including the processing of all entries
* Assist in the verification of deposits in the night and lobby depository
* Assist with the dual control vault responsibilities
* Under the direction of the Assistant Branch Manager ensures proper scheduling of branch staff

## Qualifications for teller

* Must maintain professional image always representing 1st Bank positively in community and industry affairs
* 6+ months successful sales experience where defined referral goals and accountabilities were routinely met or exceeded preferred
* Bilingual in English and Chinese (Mandarin)
* Bilingual in English and Chinese (Cantonese)
* Ability to meet referral goals in a retail environment
* Ability to meet minimum standards of Teller Assessment simulation