



Example of Teller Job Description

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Our innovative and growing company is hiring 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

- Accurately process routine transactions including but not limited to cashing checks, depositing money, credit card and ATM transactions, money orders, travelers' checks, official checks and loan payments
- Continually safeguard the bank's assets and security of the working environment, securing large dollars and balancing the teller window daily
- Exercise good judgment and discretion while performing within the bank's guidelines, policies, procedures and performance standards
- Interact with customers and clients in a professional positive manner, building rapport, meeting customer needs, and ensuring quality customer service and outstanding customer satisfaction and loyalty
- Identify customer needs for bank products and services, matching products and services to those needs, and responding persuasively to customer questions and objections
- Contribute to meeting branch and company goals and objectives
- Participates in Bank-sponsored activities that serve and support the mission and values of 1st Bank
- Participates in Community involvement
- Completes required BVS courses
- Represents 1st Bank in a professional manner which includes a professional image, maintains strictest confidentiality, has a positive "can-do" attitude, has good attendance, is punctual to work, and is flexible and adaptable to meet bank and customer needs

Qualifications for teller

- Basic computer knowledge to enter, access, or retrieve data
- Ability to work schedule that may include some holidays and Saturdays
- Provides outstanding customer service and information that meets the customer's needs, follows quality standards and meets company guidelines
- Ability to navigate through basic computer systems (Windows environment, email)
- Ability to handle some daily lifting of boxed or bagged coins required (weight may vary)