

JOB TITLE: TELLER

Location: Stamford

Type: Non-Exempt/37.5 hours

Position Summary:

Provide service to Bank customers by conducting transactions, assisting with inquiries, and resolving issues in a timely manner. In addition, through customer interactions, identify opportunities to cross-sell bank products and services with referrals to the Branch Platform.

Qualifications Required:

- High school diploma or equivalent
- 1 year experience as a Teller in a Bank/Credit Union or 2 years' experience with customer service and cash handling experience
- Windows proficiency

Essential Functions and Responsibilities:

- Provide Teller support to all four Branches in cluster
- Develop working knowledge of bank products/services i.e. product manual, meetings, etc.
- Provide high quality service to customers i.e. smile, greet, address by name, timely assistance
- Resolve customer inquiries i.e. interest rates, service charges, account histories, etc.

Salary Range \$16.00 to \$19.00 per hour