

Universal Banker/Teller

Job description

We are looking for a Universal Banker/Teller to join our team. We are a locally owned and managed community bank, not a Big Box bank. We always put service first and believe in treating our customers and coworkers like family. If you are a flexible team player looking for an immediate opportunity to work for a great community bank, then we encourage you to apply. Preference given to candidates with Personal Banking/New Accounts experience.

Job Requirements:

- A minimum of one year of work experience in banking is required **
- Knowledge of banking products, customer service, policies, procedures and services that would normally be acquired with a minimum of 1 year of experience
- 1 -2 years teller experience preferred but not required
- Preference given to individuals with Personal Banking/New Accounts experience

Other Requirements:

- Warmly greet and engage customers and prospects
- Strong interpersonal, verbal and written communication skills
- Evaluate the needs of clients and offer appropriate financial products and services
- Provide enthusiastic responsive quality service to customers
- Promptly and effectively resolve customer service issues
- Able to deal with confidential information appropriately
- Assist with Teller transactions as needed
- Ability to multi-task, prioritize and work efficiently
- Ability to demonstrate good common sense and sound judgment
- Flexibility to adapt to all situations and work varied hours
- Demonstrated commitment to continuous learning
- Comply with all policies, procedures and regulatory banking requirements
- Knowledgeable in MS Word and Excel
- High School diploma required or equivalent combination of education and experience
- Valid Driver's license
- Exemplary professionalism and courteous attitude
- It's People who make a difference! Join our TEAM and help us put people first every day.

Competitive salary & benefits – EOE

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance

- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Weekend availability

If you are interested in applying for this position, please email your resume and cover letter to Gretchen Krugler at GKrugler@peoplefirstbank.com