

We are looking for a Teller to join our team!

Tellers provide extraordinary care to customers. This full-time career requires excellent customer service, communication, and organizational skills as well as proficiency in digital technology.

Qualifications:

- Prior Teller Experience preferred.
- Cash handling experience preferred.
- High School Diploma or equivalent required.

Duties include, but are not limited to:

- Represent the bank well as front-line personnel and assist customers with banking needs.
- Assist customers by processing deposits, withdrawals, loan payments, cashing checks, and filling change orders-as needed
- Balance cash drawer daily
- Counting, straightening, and strapping money daily under dual control
- Process night depository transactions and mailed transactions
- Assist with ATM and Vault balancing
- Ensure all work is scanned promptly without error
- Ensure work area and cash drawer is neat and orderly
- Answer customer calls
- Maintain familiarity with bank products in order to direct customer to appropriate services.
- Follow all Bank Secrecy Act policies and procedures
- Comply with all laws and regulations pertaining to job function
- Successfully complete ongoing testing and training on bank regulations and teller functions
- Other duties as assigned by management

Skills and Expectations

- Great customer service / people skills
- Proper telephone etiquette
- Communicate effectively
- Work well with others in a team environment
- Strong attention to detail
- Ability to multitask
- Handle all situations in a professional manner
- Reliable / good attendance record
- Flexible and available to work at other branch locations when needed
- Proficient at operating computers and able to learn new software and technology easily.
- Use of adding machine and perform basic mathematical calculations accurately
- Sitting or standing for extended periods.
- Maintain confidentiality of customer information
- Must comply with various rules, regulations, policies, and ethical standards governing the financial service industry including compliance with the Bank Secrecy Act.

Company Benefits Include: Paid Vacation, Paid Holidays, Personal Time Off, Health & Dental Insurance, 401k, Life Insurance, educational & training opportunities

Resumes can be emailed to hr-jobs@altamaha.bank *Equal Opportunity Employer*