



Senior Teller * Jeff Bank, White Lake NY

Overview: The Jeff Bank is seeking a Senior Teller at the White Lake Branch.

The Senior Teller is responsible for performing a variety of duties to support the paying and receiving function of the community office. Coordinating the work with the other departments, sales and serving both external and internal customers. Reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information; providing guidance and on-the-job- training to Teller(s); assisting the immediate supervisor with administrative tasks to support department/unit operations. Supervising personnel in the absence of the Head Teller.

Desired skills:

- Customer Service
- Effective Communication
- Problem Solving
- Emotional Intelligence

Requirements:

High School Diploma/GED

Skill(s): Proficient reading, writing, grammar, accounting, analytical, and mathematics skills; moderate computer skills; proficient interpersonal relations and communicative skills; moderate typing and office machine skills; ability to lift approximately fifty (50) lbs. of coin; demonstrated management and supervisory skills.

Experience: A minimum of three (3) years, experience in a Banking or Financial industry service or retail.

Salary, shift, and benefits: \$17.82 - \$22.15 hour, 8:00 AM - 5:00 PM, benefits include; Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, 401k/Retirement and Clothing Allowance.

Apply by clicking this link <https://JEFFBANK.appone.com>