

BANK TELLER JOB DESCRIPTION

EMPLOYER INFORMATION

Name: GRAND BANK

Address: 123 MAIN STREET, LOS ANGELES CA, 12345

Phone: 333-333-3333

E-Mail: GRANDBANK@GRANDBANK.COM

EMPLOYMENT ELIGIBILITY

Job Title: BANK TELLER

Reports to: JOE SCHMOE

Job Location: LOS ANGELES, CA

Start Date: SEPTEMBER 29, 2021

Job Type: Full-time Part-time Independent Contractor Intern

of Hours: 40 Hours per week

JOB DESCRIPTION

Grand Bank is seeking a bank teller with strong math skills and strong customer service skills to join a large team of tellers. Tellers report to the head teller.

RESPONSIBILITIES AND DUTIES

- Counting cash
- Accepting payments
- Answering customer questions
- Exchanging currencies
- Ordering bank cards and checks
- Verifying customer identities
- Accurately recording transactions
- Preparing specialized funds

QUALIFICATIONS / REQUIREMENTS

- High school diploma
- Strong math skills
- Detail-oriented
- Strong customer service skills

