



Post Date 11/2/2018

Title Full Time -Teller

Description Queenstown Bank has an excellent opportunity for a Full-Time Teller. This position is responsible for performing a variety of duties to support the branch and customer service.

Primary Duties and Responsibilities

- Cashes checks, savings withdrawals and makes cash advances; accepts loan payments, receives and processes stop payments and hold orders; issues official checks.
- Assists with night depository duties; logging bags, processing deposits, making change orders, issuing receipts and returning bags to customers.
- May assist Head Teller with vault operations, including, balancing and ordering & shipping of currency to maintain appropriate levels.
- ATM settlements.
- Promotes and cross-sells the Bank's products and services.
- Performs safe deposit duties by controlling access and assisting customers.

Knowledge, Skills and Abilities

- High School Diploma or equivalent GED required
- One to three months related experience and/or training.
- Excellent verbal and written communication skills.
- Ability to understand and follow written and verbal instructions.
- Strong organizational, problem-solving, and analytical skills.
- Ability to work independently and as a team member.
- Ability to multi-task and strong attention to detail.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

Physical Requirements

- Manual dexterity for the functional operation of office equipment such as computers, calculators, etc.
- Visual and auditory skills.
- Mobility sufficient to perform activities required of position.
- Ability to stand or sit for extended periods up to and including five to six hours per day.
- Ability to lift up to 20 pounds.

Queenstown Bank of Maryland, was chartered in 1899 and has been serving the upper shore for 119 years. Our goal is to be the primary bank of choice for small businesses, professionals and individuals on the eastern shore of Maryland. We can accomplish this goal by attracting, rewarding, developing and retaining talented employees. Queenstown Bank is locally managed and has have the capital, liquidity and operating flexibility to provide our customers outstanding financial expertise, customized lending solutions, competitive products and proactive personal service. We believe it is our employees who differentiate us from other banks and make Queenstown Bank a great place to work and to conduct business.

We offer competitive wages, excellent benefits and the opportunity for growth.

Please e-mail applications / resumes to HR@queenstownbank.com
Applications are available at www.queenstownbank.com.

Queenstown Bank is an Equal Opportunity/Affirmative Action employer.

Queenstown Bank: “Just the bank you need”