



Position: Floating Teller/CSR – Full Time

Location: Various Branches

The Floating Teller/CSR is responsible for performing a variety of routine financial transactions of which the follow are illustrative:

- Cashes checks, savings withdrawals, U.S. Savings Bonds, accepts loan payments, utility payments, makes cash advances, handles change orders, issues Official checks.
- Handles account servicing requests including stop payment requests, wire transfers, foreign currency orders, foreign check collection, cash advances, dormant account reactivation, address changes, and ATM/Debit card orders.
- Provides effective customer service by answering customer questions and troubleshooting issues with ATM/Debit cards, online banking and other account related issues.
- Opens accounts and assists customers in their selection of various products and services available from the Bank.
- Interviews loan applicants and assists customers in the completion of consumer credit applications for non-mortgage loan products.

Knowledge, Skills and Abilities

- High school diploma or general education degree (GED) required with two years of banking experience and/or training.
- Intermediate personal computer operation skills and proficiency in Microsoft Office Suite.
- Intermediate math skills.
- Effective verbal, written and interpersonal communication skills.
- Ability to work in a fast paced environment with accuracy.
- Ability to travel to various branch locations.

Please email resume and/or completed application to HR@queenstownbank.com.

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