



JOB DESCRIPTION

JOB TITLE: Teller –Part-time

Monday – Friday 3 pm – 6 pm, alternating Saturdays

LOCATION: Centreville, MD

SUMMARY: This position is responsible for processing a variety of financial transactions including; check cashing, withdrawals, deposits, and loan payments; preparing daily settlements of teller cash and transactions; greeting customers, delivering prompt and efficient service and providing information about bank products and services; following all required security procedures and policies; promoting business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services.

QUALIFICATIONS:

- High school diploma or general education degree (GED); or 1 year of related experience and/or training.
- Other skills required:
 - Work related experience should consist of a cash handling and/or customer service background.
 - Strong skills in keyboarding and personal computer operation; word processing and spreadsheet software.
 - Ability to work independently and as a team member.
 - Ability to multi-task and strong attention to detail.
 - Basic math skills; calculate interest and balance accounts; add, subtract, multiply and divide. Locate routine mathematical errors, count currency, coin and negotiable instruments in a timely manner.
 - Effective verbal, written and interpersonal communication skills with the ability to apply good judgement to carry out instructions, interpret documents, understand procedures, write reports and correspondence, and speak clearly to customers and employees.
 - Good organizational and time management skills.
 - Ability to actively engage in necessary communications with both internal and external customers.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand, walk, sit and utilize hand and finger dexterity.
- Occasionally required to lift up to 25 pounds.
- Mobility sufficient to perform activities required of position, including travel to Branch locations.

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

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