

JOB SUMMARY – BRANCH ASSOCIATE I (TELLER)

Responsibilities for the Branch Associate I (Teller) position include providing the Bank's customers with superior customer service, processing transactions efficiently and accurately, such as deposits to accounts, check cashing, loan transactions and withdrawals from accounts. The Branch Associate I (Teller) would be responsible for operating a teller station, maintaining an adequate and accurate cash drawer and balancing the cash drawer daily. The individual will establish a working knowledge of the Bank's products and services to provide recommendations to customers or potential customers. The position will require a working knowledge and adherence to all policies and procedures of the Bank as well as applicable regulations and laws.

SKILLS

Ability to communicate clearly and in a friendly manner; excellent customer service skills; proficient writing and mathematical skills with a high degree of accuracy; good computer skills; detail-oriented with strong organizational skills; ability to make decisions and solve problems.

EDUCATION / TRAINING

High School diploma or GED equivalent preferred.

EXPERIENCE

Previous branch/teller experience or cash handling experience is preferred but not required.

TO APPLY

If interested, please forward your resume along with salary requirements to HR@amblersav.com. No phone calls, please. Qualified candidates will be contacted within 5 business days.

Visit us at www.AmblerSavingsBank.com. EOE / AA