

POSITION - BRANCH ASSOCIATE I (TELLER) – PART-TIME/NON-EXEMPT

JOB LOCATION AND HOURS

Rydal Park Branch – 1515 The Fairway, Rydal PA

Monday and Thursday 9am to 2pm and Wednesday 1pm to 4pm

JOB SUMMARY

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, 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. The individual must be available for opening and closing of the branch office and willing to travel to other branch office locations.

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.

AA / EEO - Equal Employment Opportunity employer – Minorities/Women/Disable/Veterans

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