

Peoples

Bank and Trust

The following position is now available at the McPherson branch of Peoples Bank and Trust. Please follow the instructions at the end of this notice in order to apply.

POSITION TITLE

Teller – (Non-Exempt)

ROLE

The Teller is responsible for providing courteous and professional banking services to bank customers. Serving our customers promptly and with a friendly demeanor is essential to organization success.

ESSENTIAL FUNCTIONS

This position is responsible for the following functions:

- Greet and serve customers with a smile and a friendly demeanor
 - Perform all paying and receiving teller functions
 - Cash checks, handle deposits and miscellaneous transactions including cash advance, gift cards, and BBOK credit card payments
 - Maintain a balanced cash drawer
 - Assist with mail deposits and cash advance transactions
 - Answer teller-related issues on incoming phone calls
 - Meet attendance expectations as described in employee handbook
 - Other duties and responsibilities as assigned
-

QUALIFICATIONS

EDUCATION/CERTIFICATION: High School Diploma or equivalent required

REQUIRED KNOWLEDGE: Knowledge and understanding of paying and receiving teller duties; Basic knowledge of hold decisions, redeeming bonds, and currency transaction reporting, understanding of policies and procedures of PBT as related to services provided; excellent customer service skills; excellent communication and interpersonal skills; self-motivational skills; organizational skills; strong ability to multi-task

EXPERIENCE REQUIRED: 1+ years banking or customer service experience preferred

SKILLS/ABILITIES: Attention to Detail, Strong Written and Verbal Communication, Self-Motivation, Problem Solving, Organized, Analytical, Interpersonal, Customer Relationship Building, Time Management, Computer Literacy

How to Apply:

All interested individuals are welcome to apply for this job opportunity. In order to apply, you may complete one of the following options:

- Submit your application using the following web-link:
https://form.jotform.com/SyndeohRO/PBT_Application
- Notify the bank of your interest via email at PBTNewHire@syndeohro.com