Waukesha State Bank

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Retail Banking Bank Teller

Bank Teller	
Hours:	Full Time: 35 – 40 hours per week Branch hours vary by location and include Mondays through Saturdays
Job Duties:	 Provide excellent, friendly customer service while processing transactions in an efficient and accurate manner Maintain knowledge of the bank's products and services and cross-sell to customers as appropriate Stay current on bank policies and procedures to ensure accurate records and cash controls are maintained at all times Contribute positively to the day-to-day operations of the office to ensure a friendly and cohesive team environment Assist Teller Supervisor and Manager with other tasks and projects as assigned
Job Qualifications:	 Previous customer service and cash handling experience Excellent verbal communication skills and ability to resolve customer concerns in a professional and tactful manner Excellent organizational skills Accuracy and attention to detail Keyboarding proficiency Ability to learn several position-specific software programs Desire to excel in a community bank environment and to represent WSB in a professional and ethical manner
Preferred Skills:	Previous banking experienceFluency in Spanish
• Excellent Benefits • Equal Opportunity Employer	