



# Independence

---

## BANK

### Temporary Receptionist/Teller

#### **POSITION SUMMARY**

**This is a Part-time position.**

This position will greet customers in a friendly, efficient and productive manner in person and over the phone. Will project a professional image and utilize acquired techniques to increase customer service. Will be responsible for serving our customers at a window and will process a variety of over-the-counter transactions efficiently in an accurate and courteous manner contributing to favorable customer relations. Will accept checks for cash or payment, verify endorsement, availability of funds and make change, resolve customer inquiries as they pertain to the teller function.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to execute each essential duty proficiently. Must have the ability to type precisely using a keyboard /10-key. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION:** High School diploma or equivalent degree; or combination of customer service experience in a professional setting.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms, and talk or employee frequently is required to walk. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl.

For a full job description or for information on our benefits, please contact the Human Resources Department or visit our website at [www.ibyourbank.com](http://www.ibyourbank.com)

Independence Bank EEO/Employer/Vet/Disabled