

## **Teller/CSR Job Description**

Position: Teller/Customer Service

### **Responsibilities:**

- Deposit Transactions
- Vault and ATM balancing
- Customer Service
- New account opening
- Customers interaction with all products within Century
- Balancing

### **Qualifications:**

- Attention to detail and quality of work is very important
- Positive attitude
- Ability to relate well with customers in a professional manner
- Professional telephone and communication skills are essential
- Good organizational skills

### **Hours:**

Monday-Thursday: 8:15am - 5:00pm

Friday: 8:15 am – 6:00 pm rotations

Saturday rotations