Teller – Kewaskum Office

Job Description

Westbury Bank has an opening for a part-time Teller at our Kewaskum office. Tellers will build trust and strengthen customer relationships through prompt, efficient, accurate and friendly service to all customers of the bank while adhering to bank policies and procedures. As the front line of the company, this position requires keeping the customer's experience as the top priority, while financially protecting both the customer and the company. We are looking for someone that demonstrates exceptional customer service skills with a positive attitude. If you enjoy providing exceptional customer service, can work a variable schedule, and enjoy interacting with customers, come join the Westbury Bank team.

A Teller position with our team offers ongoing training, career development and advancement opportunities. Our Tellers progress from level one to level three and are acknowledged and rewarded for the skills learned as they grow in their career.

Job Responsibilities

- Exhibit superior customer service, including smiling and greeting all customers upon entering the lobby.
- Demonstrate a friendly, professional appearance and demeanor.
- Accurately process basic banking transactions including verification of checks and cash for deposit, accepting loan payments, and withdrawal transaction
- Maintain and balance a cash drawer accurately.
- Promptly and professionally handle routine customer questions both in person and on the phone.
- Properly identifies customers prior to processing transactions or releasing any banking information.
- Understand and effectively communicate Westbury Bank's products and services.
- Maintain an awareness of fraud trends and asks appropriate questions to help protect customers and the bank from scams or loss.
- Adhere to policies, procedures, and regulatory banking requirements.

Employee Benefits

Westbury Bank offers a comprehensive and high-quality of benefits to support you throughout your career. Our offerings include:

- Paid Time Off
- Up to 10 Paid Holidays
- 401(k) with competitive company match

Job Location
Kewaskum

Position Type
Part Time (20-25 hours/week; Ideal candidate has availability 8am-2pm M-F and 2-3 Saturday mornings/month)

To be considered for this exciting opportunity, click Here to complete an online application.

Email resumes to Human Resources: careers@westburybankwi.com

Westbury Bank is An Equal Opportunity Employer