



Job Title:	Teller/Customer Service Representative-Floater
Posting Date:	02/06/2012
Status:	Part-time (25-35 hours per week)
Department:	Retail Banking
Location:	Various
Education/Experience	<p>High school diploma or GED.</p> <p>Previous job-related experience, including cashiering or bookkeeping, customer service, and sales.</p> <p>Positive and professional Image.</p> <p>Demonstrated referral/sales ability.</p> <p>Strong math and organizational skills.</p> <p>Effective oral and written communication skills.</p> <p>Competent use of computers, calculators, and other office equipment.</p>
Primary Responsibilities:	<p>Provide exceptional customer service.</p> <p>Process bank transactions accurately and efficiently.</p> <p>Answer basic customer questions, referring to specialists when appropriate.</p> <p>Back up new accounts when needed.</p> <p>Proactively sell and refer bank products based on customer needs.</p> <p>Comply with policies, procedures, security requirements, and government regulations.</p> <p>Other duties as assigned.</p>
Summary:	<p>As a small community bank our employees have the opportunity to cross train in many areas of the bank. We encourage professional growth in our employees and can offer opportunities as we continue to grow. Our employees operate with a high degree of professionalism with a strong emphasis on delivering exceptional customer service. If you are interested in joining our successful team of employees, email resume to:</p> <p>opsresume@primepacificbank.com</p>
Footer:	We are an equal opportunity employer.