

## **TELLER – Part Time**

### **RESPONSIBILITIES:**

Provides a variety of transactional functions, including processing deposits, withdrawals, loan payments, cashiers' checks, money orders and cash advances. Supports management and other staff through a variety of tasks as required. Ensures that members are promptly and professionally served. Adheres to all Dover Phila Federal Credit Union policies and procedures. Upselling and meeting sales goals not required.

### **HOURS:**

#### Schedule 1

3 to 4 days: Combination of 8:50am to 3:20pm and 11:50am to close shifts + two (2) Saturdays per month

OR

#### Schedule 2

4 to 5 days: 11:50AM to 3:20PM + two (2) Saturdays per month

### **REQUIREMENTS:**

- High school graduate or equivalent
- 3+ years customer service experience (preferred)
- Teller experience (preferred)
- Proficient computer and math skills
- Excellent interpersonal skills
- Ability to maintain a clean, organized work area and professional appearance
- Bilingual English/Spanish (a plus)
- Ability to work branch hours including at least 2 Saturdays per month.
- Ability to work at any office location and transition between offices as needed.
- Physical Requirements: Prolonged standing and sitting, frequent use of hands to manipulate/grasp objects, ability to communicate face to face and on the phone, occasional bending and lifting, frequent forward reach.

Responsibilities are listed as guidelines only and the job is not necessarily limited to these duties. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The education, experience and requirements listed are representative of the knowledge, skill, and/or ability required.

EOE Minorities/Females/Protected Veterans/Disabled. Drug Free Workplace