

FULL TIME CSR/TELLER



Join one of the oldest and largest independent community banks in the state of New Mexico. First American Bank is strong, stable and financially secure.

SUMMARY:

Provide quality and efficient customer service through teller and new accounts related duties which include proof operations, accepting note payments, wire transfers, safe deposit box, and opening/maintaining new accounts.

RESPONSIBILITIES:

Responsible for processing daily incoming mail and night drop deposits, balancing and replenishing ATM and Teller Cash Dispensers, proof work and end of day closing procedures. Issue payroll, reloadable, and gift Trans cards. Conduct wire transfers. Issue money orders and cashier checks. Process incoming and outgoing collection items. Provide relief for Customer Service Representative. Other duties as assigned.

REQUIREMENTS:

Excellent interpersonal skills and customer service oriented. Knowledgeable on bank products and services, and support bank's cross sales culture. Good communication skills; verbal and written. Excellent organizational skills and a positive attitude. Accuracy and attention to detail. Confidential nature. Computer literate; use 10 key calculator and typewriter. Work independently and adhere to all internal controls, policies, and regulations. Adapt to multiple tasks.

WORKING CONDITIONS:

Must possess dexterity to operate computers and other office and teller equipment. Occasional lifting and carrying of medium weight objects and files. Work under pressure and handle multiple tasks. Must be able to stand for long periods of time; yet having the mobility to move between the teller line, other lobby areas, and drive-thru.

