

# FULL TIME 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 as a teller.

## **RESPONSIBILITIES:**

Acts as a paying and receiving teller. Issue Travelers Checks, Money Orders and Cashier Checks. Process incoming and outgoing collection items. Daily proof work. Act as relief for other lobby positions.

## **REQUIREMENTS:**

Excellent interpersonal skills and customer service oriented. Knowledge of bank products/services. Support the bank's cross sales culture. Computer literate. 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. Work under pressure and handle multiple tasks. Must be able to stand for long periods of time.

