



## **Position: Part-time Teller/ Personal Banker – Buckhead office**

### **Reports To: Branch Manager**

#### **General Duties**

The Personal Banker is responsible for performing intermediate duties and support related to branch operational activities and financial services; process new account transactions; assisting clients in their selection of various accounts and financial services; cross-selling the Banks products and services; opening, maintaining and closing accounts; performing branch clerical duties; promoting business for the bank by maintaining good customer relations and referring customers to appropriate staff for new services.

#### **Specific Duties**

##### **Personal Banker**

- Print new/closed account reports daily
- Counsel with customers and prospective clients, analyze their needs and make recommendations
- Seek out opportunities to develop and build both business and personal multiple account relationships with new and existing customers while meeting or exceeding the customer's expectations
- Open and service deposit account relationships
- Assist customers with teller transactions by maintaining a full service teller drawer
- Balance cash drawer daily within the established acceptable guidelines
- Assist customers with Safe Deposit Box access as needed
- Assist with monthly audits
- Process inquires & requests received by phone/email, such as account maintenance & online banking/mobile deposit issues (research requests, password resets, debit card maintenance, etc.)
- Process wire requests
- Provide Notary services
- Treasury Services Liaison
- Other duties as assigned

##### **Requirements**

- B.A. or equivalent work experience
- Ability to manage and prioritize multiple job responsibilities
- At least 2 years experience in branch operations
- High energy, independent thinker and team player
- Outstanding customer service skills (internal and external)
- Needs to very flexible and available for adjustments to work schedule

##### **Preferred Skills/Experience**

- Knowledge of Microsoft Office
- Experience with Jack Henry software and products, a plus
- Knowledge of BSA and Regulatory Compliance Requirements, as it relates to this role

#### **Equal Employment Opportunity Statement of Policy**

The Bank is an Equal Opportunity Employer committed to diversity in the workplace. It is the policy of the Bank to provide equal employment and advancement opportunities to all qualified individuals. The Bank does not

discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, national origin, disabled or veteran status.

Qualified individuals should email their resume to [KarenNeely@privatebankofbuckhead.com](mailto:KarenNeely@privatebankofbuckhead.com) no later than 03/17/2017.

Please indicate **PT Teller/Personal Banker – Buckhead office - GBA** on the subject line.

Private Bank of Buckhead participates in E-Verify and is an Equal Opportunity Employer.