



Deposit Solution Specialist (Teller)

Position purpose

- As professional bankers, we serve the small business community and high-balance individual depositors and exceed client expectations with a quick response time, offer premium customized deposit products to ensure good growth and consistent source of quality deposits.

Responsibilities:

- Adhere to all policies and procedures set forth by the bank and regulatory agencies
- Determine financial needs of current and prospective customers and refer them to the appropriate Quantum Bank professional
- Open new accounts including checking, saving, certificates of deposit (CDs) and Individual Retirement Accounts (IRAs), gather required customer data, ensure appropriate Compliance and Regulatory Policies and Procedures are followed
- Complete account maintenance and perform account research when necessary
- Greet and be the first point of contact for each client or prospect who walks into the bank lobby
- Recognize and cross-sell other banking products and services and direct opportunities to the appropriate department and/or banking professional
- Process deposits and loan payments, including night drop and mail deposits
- Pay and cash checks

Qualifications

- 1-3 years' experience in a financial environment including exposure to new account openings and teller transactions
- Familiarity with word processing and spreadsheet software
- College degree

Email resumes to Austin Brents at abrents@quantumbank.com