



Teller Positions now Available

Sunset Bank & Savings, in Waukesha, WI is looking for friendly, flexible and motivated individuals to join our Teller team. Part-time and full-time positions available. Applicants must have a high school diploma or equivalent. Cash handling and customer service experience preferred. Ideal candidates should have strong written and verbal communication skills and the ability to discuss various products and services with customers. Apply within for additional information or email your resume to Nicole Hagen at nicoleh@sunsetbank.net.

Position Summary:

The Teller delivers excellent customer service and maximizes solutions by identifying referral opportunities for new products and services based on the customer's financial goals while performing efficient and accurate banking transactions.

Position Responsibilities:

- Deliver outstanding customer service by executing financial transactions in accordance with bank policies and procedures while maintaining an acceptable record in daily drawer balancing.*
- Resolve account service issues and respond to customer inquiries promptly and effectively.*
- Adhere to operational controls, including legal, corporate, and regulatory procedures to ensure the safety and security of customer and bank assets.*
- Drive efforts in the branch to identify and implement a positive overall customer experience.*
- Deepen customer relationships by effectively executing services and referring bank products.*
- Proactively educate customers on utilizing available access channels (i.e. ATM, Online / Telephone and Mobile Banking).*

Qualifications:

Education: High school diploma, GED or equivalent.

Prior customer service and cash handling experience preferred.

Sunset Bank & Savings is proud to be an affirmative action and equal opportunity employer.