

Dime Bank has an opening for a **Teller** in our Norwichtown Office

Responsibilities include:

1. Process all customer transactions presented in strict adherence to bank procedures including but not limited to:
 - a. savings, checks, bonds, cash and travelers checks
 - b. mortgage, consumer and other loan payments
 - c. night deposit transactions
2. Balance daily cash in compliance with bank procedures and within specified time period
3. Process and balance ATM
4. Open new accounts
5. Adhere to Skills Training guidelines:
 - a. follow techniques and procedures identified in training
 - b. comply with guidelines for greeting customers, telephone service, customer service, referrals and closings
 - c. perform a variety of customer service transactions
 - d. resolving scheduling and staffing issues
 - e. enforcing compliance and securities procedures
6. Strict adherence to all bank policies regarding security, confidentiality and compliance
7. Complete special assignments essential to operation to the branch
8. Perform other duties or fill in at other branches as may be required from time to time and requested by management

Requirements:

- Competent keyboard skills and familiarity with computers
- Aptitude for math
- Ability to maintain organized and efficient workspace
- Experience in customer service
- Ability to work closely and harmoniously with others in busy environment

Perform duties of the position with strict adherence to all bank policies

See <http://www.dime-bank.com/careers/apply.shtml> for application instructions.

EOE/AA/M/F/D/V