

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/15/2024



95032
Los Gatos, CA, 95032

Branch/Retail Banking Clerk

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is currently working with a dynamic organization seeking a Banking Clerk. The ideal candidate will have previous customer service experience and a general knowledge of banking or financial services. Entry level candidates are welcome as long as they have a desire to work as a Banking Clerk and strong interpersonal skills. Do you have strong customer service skills and excellent data entry capabilities? Then this Banking Clerk position could be the role for you.

Your responsibilities in this role

- Demonstrate exceptional customer service in a banking environment
- Assist in cash management activities
- Perform basic data entry utilizing a customer relationship management (CRM) software
- Answer customer questions regarding bank accounts, credit cards, and loan products
- Attend to customer transactions, verifying financial and personal information

Requirements

- Attention to detail and proven ability to follow standard procedures is a requirement
- 1+ year providing exemplary customer service
- Exceptional organizational skills
- AA or BS/BA preferred

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.