

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/29/2024



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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**This Job Posting will expire in 10 days.**