

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/28/2024



95131  
San Jose, CA, 95131

## Bank Teller

**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:** \$18.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

We are looking for a Teller who can start immediately for our client located in San Jose or Campbell. This is a temporary assignment lasting up to 4+ months with the possibility to extend! This role is perfect for anyone who has cashier or customer service experience.

#### Duties:

- Receive checks, money, debit and credit payments from clients.
- Solve any issues that pertain to the transactions.
- Answer all accounts- and banking-related inquiries.
- Follow company procedures to count and manage all the funds they receive from customers.
- Build and maintain customer relations by providing high-quality services.
- Reconcile all transactions at the end of their shift.

### Requirements

- Customer service experience in financial services, retail sales, or a goal- oriented environment preferred
- High school diploma, GED, or equivalent

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