

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



94086
Sunnyvale, CA, 94086

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 client looking to hire a Banking Clerk. The Banking Clerk will ideally have previous customer service experience and a general knowledge of banking or financial services. This client is open to entry level candidates with excellent interpersonal skills and a desire to work as a Banking Clerk. Do you have strong customer service skills and excellent data entry capabilities? Then this Banking Clerk position could be the role for you.

Key responsibilities

- Provide exceptional customer service to customers in a banking environment
- Utilize a customer relationship management (CRM) software to perform data entry
- Verify personal and financial information from customer transactions
- Support cash management activities
- Handle all customer questions about loan products, bank accounts, and credit cards

Requirements

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

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This Job Posting will expire in 10 days.