

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



94088
SUNNYVALE, CA, 94088

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: \$22.00 to \$24.20 hourly
Employment status: Contract / Temporary to Hire

Description

Hours: Monday – Thursday 8:45 a.m. - 5:30 p.m.
Friday 8:45 a.m. – 6:30 p.m.
Rotating Saturdays 8:30 a.m. – 5:00 p.m. (with a day off during the week)

Job Scope/Duties

-Performs basic member transactions including, but not limited to: deposits, withdrawals, account transfers, loan payments, loan payoffs, cash advances, US Savings Bonds redemption, traveler's check purchases, gift card purchases, sub-account openings, IRA contributions, address change requests, check order requests, account closures, and issuance of Cashier Checks

- Accurately maintains, safeguards, and balances cash drawer, and all negotiable instruments

- Answers basic member inquiries, concerning Credit Union products and services, policies and procedures, promotions, relationship pricing, fee structures, and general financial institution processes

- Prepares work for daily opening and closing of branch

- Other daily duties would include stop payment requests, accurate completion of CTRs, member password updates, statement copy requests, cross-member transfer requests, wire requests, and processing daily night depository items

- Cross-selling Credit Union products and services appropriate to meet member's needs

-Completes miscellaneous duties and projects as assigned. Provides assistance to other branches and departments as needed, including travel to other Star One locations.

Requirements

1 yr. cash handling experience required, prefer 6 months teller experience at bank/credit union

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

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

This Job Posting will expire in 10 days.