



Teller, Part-time

Job Summary

Old Missouri Bank tellers must be friendly, personable and committed to delivering excellent customer service. They are responsible for processing routine transactions (deposits, withdrawals, payments, and check issuance), and may also perform various backup receptionist and/or clerical duties as needed.

Primary Location/Schedule:

- 318 W. Mt. Vernon Blvd. Mt. Vernon, MO 65712
- 2:00 pm - 6:00 pm Monday – Friday, Rotating Saturdays 8:00 am – 12 pm
- Part-time – 25 hours per week, average

Position Requirements:

- High school diploma or equivalent
- A minimum of one year in retail banking, including teller transactions and new accounts

Required Skills:

- Excellent customer service and strong communication skills
- Strong mathematical, problem-solving and computer skills Basic knowledge of banking operations, documentation, policy and procedures
- Effective multi-tasking and organizational skills
- Willingness to proactively cross-sell bank products & services

Benefits:

- Paid vacation
- Insurance benefits
- Simple IRA benefits and Flex System plan

To Apply:

- Submit a completed application or resume to Old Missouri Bank
- Applications will be accepted by email, fax, mail, or at any Old Missouri Bank location.
- Contact Sheryl Asher at s.asher@oldmobank.com or 417-869-9000 for more information.

Company Overview:

Old Missouri Bank was founded in 1999 with a commitment to excellence in service. Our knowledgeable and friendly staff builds strong customer relationships by offering customers the latest in banking products and services combined with old-fashioned customer service. We're committed to giving our customers the kindness, courtesy and professionalism they deserve.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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