

PARKWAY BANK

**** Job Posting****

Position Title: Teller Supervisor

Status: FT

Posting Number: 10-016

Posting Date: 2-3-2010

Department: Main-Harwood Heights

Grade: 10

Hours:

Monday and Friday:	8:30 a.m. to 6:00 p.m.
Tuesday and Thursday:	8:30 a.m. to 5:00 p.m.
Wednesday:	10:00 a.m. to 2:00 p.m.
Saturday:	8:30 a.m. to 12:00 p.m.
(Wednesdays and Saturdays will alternate)	

*Hours may change, based on the needs of the branch

Job Duties:

Supervises all teller personnel ensuring that staffing needs are met and all functions are performed according to bank policies and procedures. Communicates regularly with immediate supervisor concerning progress, problems, and new ideas. Approves transactions and signs negotiable instruments up to Board approved limits. Must exercise judgment in item processing, identification recognition, and problem solving. Handles customer issues and employee issues. Performs other duties as assigned by management.

Requirements:

High school diploma, GED or currently pursuing
Previous teller experience of at least 3 years
Computer skills – Microsoft Word and Excel helpful

Please visit our website at www.parkwaybank.com and click on the “careers” tab to apply on line for this job opportunity.

Parkway Bank is an Equal Opportunity Employer