



**Position:** Teller (Full Time)

**Location:** Quitman

**Hours:** TBD

**Job Description:** To provide account services to customers by assisting and processing customer transactions accurately and efficiently in accordance with established policies and procedures. This person will be “frontline” of our bank and will play a fundamental role in achieving customer satisfaction.

**Job Requirements/Skills/Qualifications:**

- Conduct customer transactions in a timely manner & within established guidelines
- Assess customer needs and introduce new products and services where needed
- Go the “extra mile” to build trust relationships, customer loyalty and satisfaction
- Comply with regulatory requirements & maintain confidentiality
- Manage risk in every transaction and detect fraudulent transactions to prevent losses
- Complete and pass all required training courses as assigned
- Excellent communication skills and friendly attitude
- Strong critical thinking and problem-solving skills to meet our customer’s needs
- Ability to perform transactions with attention to detail
- Able to work well with others
- Must be able to lift to 25 lbs

***Qualified applicants may submit a resume to Human Resources by email to [HR@bankatcnb.com](mailto:HR@bankatcnb.com) or fax to 903-439-3677***

***City National Bank is an Equal Opportunity Employer***