



Job Title – Bank Teller

Location – Kirkwood

Status – Part-time

Work Schedule – Monday- Friday; Saturday

Hours Per Week – 20-30 hours

Why Midwest Regional Bank? Known as the bank of “Tradition and Progress,” we have a longstanding practice of providing outstanding customer service to our customers and a strong commitment to the communities we serve. We make all decisions locally and encourage our employees to bring new and innovative ideas for process improvement. We are headquartered in Festus, Missouri, and we are steadily expanding -- we have four retail banking centers in the area with two additional St. Louis branches in development.

Duties and Responsibilities: You will have the opportunity to serve our customers with the primary function of processing a majority of teller transactions including but not limited to: deposits, withdrawals, check cashing, loan payments, and consigned items. You'll uphold the bank's image, contribute to our growth and help expand and develop new and existing customer relationships. You will also be responsible for processing maintenance items, mailed-in transactions, reviewing daily reports, assisting with ATM balancing and any other duties that may be assigned.

Minimum Requirements:

High School diploma

Customer service experience

Cash handling skills

Preferred Knowledge and Skills:

Strong written and verbal communication skills

Operate general office equipment, such as: multi-phone line, fax, copier, currency counter, Microsoft Outlook, etc.

Ability to learn procedures, policy and bank regulations

Basic math and checkbook register skills

Professional Development: We provide our employees with the tools and training they need to build and support their career goals.

All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening.

Please send your resume to msavacool@mwregionalbank.com or stop in your local branch to fill out an application.

Midwest Regional Bank is an Equal Opportunity Employer.