



Job Title – Bank Teller
Location – Kirkwood
Status – Part-time
Work Schedule – Monday- Friday; Saturday
Hours Per Week – 20-30 hours

Midwest Regional Bank is expanding! We are searching for an excellent Part-Time Bank Teller for our Kirkwood branch. As one of the fastest growing banks in the country, we offer a solid career path for your future.

Duties and Responsibilities: As a Midwest Regional Bank Teller, you will process teller transactions including deposits, withdrawals, check cashing, loan payments, and consigned items. You'll get to interact with our customers and provide personalized customer service. Our Tellers 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

We provide our employees with tools and training for long-term success. Midwest Regional Bank is an Equal Opportunity Employer. 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 ajenkins@mwregionalbank.com or stop in the nearest branch to fill out an application.