



Job Title – Bank Teller

Location – Chesterfield

Status – Full Time

Work Schedule – Monday- Friday

Hours Per Week – 40 hours

**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 [mpennington@mwregionalbank.com](mailto:mpennington@mwregionalbank.com) or stop in the Chesterfield Branch to fill out an application.