JOB ORDER FORM

ORDER NUMBER: 61
DATE: May 8, 2012

JOB INFORMATION

Job Title: Teller

Minimum Age Required: 18

No. of Openings: ____ Full Time: _____ Part Time: X Hours Per Week: 25 hrs per week

Days of Work: _____ Hours of Work/Shift: _____

Is Position Permanent? NO If Temporary, What Is Duration? _____

Job Description/Summary: Training is required full time (8:30-5:00) for nine business days then returning to a part-time schedule. **Must speak Spanish Fluently**. Under direct supervision, processes customer transactions within established guidelines. Identifies and makes sales referrals, recommends alternate channels, cross-sells bank services and products for Wells Fargo partners, provides excellent customer service. Duties may include safe deposit, merchant/vault, ATM processing, bonds and coupons, foreign currency and night drop.

Skills and/or Experience Required: **Basic** qualification is 1+ years experience interacting with people or customer. **Minimum** qualifications are: demonstrated skill in use of computers. Demonstrated ability to achieve individual and team goals. Positive approach in interactions with customers and team members. Reliable attendance. Good communication skills. Ability to work a schedule that includes working weekends and some holidays. Applicant must have at least 2 years of face to face customer services, cash handling, and selling (up selling/suggestive) in a bank, retail store or restaurant. Applicant should have had to meet mandatory company goals in their current or previous employment. ***Must speak Spanish .***

Education Required (HS Diploma, GED, Degrees): _____

Salary & Benefits: D.O.E.

How To Apply: JobLink Referral

Completed By: Victor Fields Date: April 27, 2012

Career Planning, Training and Placement Services

LENOIR COUNTY JOBLINK CAREER CENTER
P.O. Box 188 ● 231 Highway 58 South ● Kinston, NC 28502 ● Tel. (252) 527-7320 ● Fax. (252) 527-2109

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