Job Title: Teller – Prime Time – 16 hours (LaVergne)

Company: Regions Bank

Web: www.regions.com/careers

Address: 5021 Murfreesboro Road

City: LaVergne

State: TN

Zip: 37086

Contact Name: Beth Cooper

Contact Title: Human Resources Assistant

Contact Phone: 615-748-1460

Phone Ext: NA

Fax: 615-748-1462

Salary: $15/hr

Days: 3

Hours: 16 hours: Monday and Tuesday: 12pm-4pm; Friday: 8am-5pm; Saturday Rotation

Job Description:

As a Regions Bank Teller, you will be the initial contact to our valued customers. You will greet our branch visitors with a welcoming smile and perform all the duties of other paying/receiving Tellers, including providing information regarding customers' accounts and bank service recommendations. It is essential that you enjoy working with the public.

Note: This is a 16 hours or less per week position.

Primary Responsibilities
• Answer basic customer inquiries regarding products while complying with disclosure requirements, regulations and consumer privacy policies
• Identify potential customer needs and engage in the sales process to generate sales of bank products and services, referring to the platform as appropriate
• Run an inside or free standing drive-in window
• Balance cash items, teller over/short report, traveler's checks, savings bonds, etc.
• Answer incoming telephone calls in a friendly and professional manner

Required Qualifications

• High school diploma or GED

Skills and Competencies

• Basic computer skills
• Excellent communication skills
• Stellar customer service skills
• Ability to work with money transactions with high degree of accuracy
• Bilingual preferred

Preferences
Regions is looking for candidates committed to helping customers reach their financial goals by understanding and meeting customer needs.

• Previous sales and/or cash handling experience

Contact Method: Phone or website

Job Type: Teller

End/Removal Date: Upon filling