

Job Title : Teller

OVERALL PURPOSE:

- ◆ Serve customers (Deposit, withdrawal, Fixed, western, Remittance, Currency Exchange)
- ◆ Take care of customers at banking hall

RESPONSIBILITIES:

- ◆ Open counter at 7:45 am
- ◆ Take petty cash box from chief cashier room, double check cash and keep it in order into the drawer
- ◆ Check cash on hand against smart bank record
- ◆ Post the clearing cheque
- ◆ Receive and count cash deposit by customers
- ◆ Attend to and prepare cash for payroll of garment factory
- ◆ Exchange currency for existing and walk-in customers
- ◆ Update the passbook and Fixed certificate
- ◆ Collect the cheque book, balance confirmation, third party authorization forms from customers
- ◆ Collect the remittance, Cashier's order, and Demand Draft application form from customers
- ◆ Collect the overseas cheque, demand draft deposit for customers
- ◆ Process the fund transfer through western union
- ◆ Process bank expense to suppliers and staffs
- ◆ Provide the bank statement and advice to customers
- ◆ Consolidate daily cash movement with chief cashier
- ◆ Attend to customers inquiries
- ◆ Ensure that during banking service hour, cash in drawer cannot exceed 50K
- ◆ Control on daily petty cash box balance and make sure it could not exceed 10K
- ◆ Return petty cash to chief cashier when on leave
- ◆ Day end balance and prepare the reports for closing
- ◆ Prepare the desk properly before leaving counters

REQUIREMENTS

Contact Info:

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