

JOB DESCRIPTION

Position: Teller

Facility: Niles

General Summary

NorthSide Community Bank is an independent community bank that strives to provide exceptional banking services to our local community. A leading community bank in the Chicago land area with 4 local branches, we continue to strive for success and *“The Very Best in Banking”!*

Principal Duties and Responsibilities

Process customer transactions such as deposits, cashing checks, recording night and mail deposits, etc. Cross-sell bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative. Balances drawer on a daily basis and performs related duties as assigned.

Qualifications

Must be detailed orientated and customer focused
Excellent communication skills (written and verbal)
High school diploma or equivalent with 3 to 6 month experience
Must be able to demonstrate product marketing and work in a sales motivated environment
Proficient in Excel and Word

We offer a competitive total compensation package for all full-time employees which include some of the following:

- ❖ Incentive Plan
- ❖ Profit Sharing and 401K Plan
- ❖ Medical and Dental Insurance
- ❖ Paid Holiday, Vacation and Personal Days
- ❖ Tuition Reimbursement

All qualified, interested candidates please submit your resume for consideration to:

NorthSide Community Bank
Attention: Gloria Pagan
1155 Milwaukee Ave
Riverwoods, IL 60015
Email: HR@nscombank.com
Fax: 847.419.9348

NorthSide Community Bank is an Equal Opportunity Employer