



Career Opportunity

About PromiseOne Bank

PromiseOne Bank is a leading community bank dedicated to providing high-quality financial services to diverse communities. As a locally focused commercial bank, we offer a comprehensive range of products and services tailored to meet our customers' needs, including small business loans, commercial loans, mortgage loans, and a full suite of deposit products. Through our customer-centered approach, we help individuals and businesses achieve financial success while actively contributing to the economic growth of our communities. Founded with our main branch in Gwinnett County, Georgia, we have continued to expand our presence with additional full-service locations across Georgia, New York, Texas, and Virginia. We also operate loan production offices (LPOs) in Pennsylvania, along with a business loan center in New York. As we continue our rapid growth, we are seeking talented individuals who share our passion, commitment, and drive to grow and succeed with us.

Universal Teller

In

Duluth Branch, GA

[Job Overview]

Under general supervision, responsible for providing a high quality of customer service while performing a wide variety of services such as opening new deposit accounts, teller transactions, assisting customers with questions, changes, or concerns regarding new or existing accounts. Responsible for opening and closing the bank facility. Cross-sells various Bank products.

[Essential Duties]

- Represents the Bank to customers in a courteous and professional manner. Provides prompt, efficient and accurate service in processing requests and transactions.
- Perform teller functions, such as processing deposits, withdrawals, loan payments, stop payments, selling bank official items and processing account holds within established bank procedures.
- Opens a variety of business and consumer accounts after determining the customer's needs. Explains various account and ownership options, providing the counseling necessary to meet the stated needs and obtaining the required information. Familiar with all products and services offered by the Bank.
- Process mail, closing checking, savings, CDs and IRAs, ordering checks, and change of address.
- Completes a variety of reports related to banking transactions.

[Requirements/Qualifications]

- High school diploma or equivalent
- 2+ years of banking experience w/ previous teller experience
- Ability to perform mathematical calculations and work accurately with numbers.
- Bank regulation knowledge a plus
- Must be willing to work Saturdays
- Excellent verbal, written, and interpersonal skills
- Self-motivated and Excellent team-player
- Must be fluent in English and bi-lingual in Korean/English is preferred

We offer Competitive Compensation & Excellent Benefit package:

- Medical, Dental, Vision, & Life Insurance
- 401(k), Paid Vacation and Sick Leave

If you are interested in working with us, please email your resume* to career@promiseone.bank

*Document submitted will not be returned.

✉ PromiseOne Bank 2385 Pleasant Hill Road. Duluth, GA 30096 ☎ 678.385.0800

PromiseOne Bank is an Equal Opportunity Employer.

