

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.

Teller in **Doraville Branch**

[Job Overview]

Responsible for servicing customers with routine financial transactions such as handling deposits and withdrawals in an accurate and timely manner. Keeps records of money involved in all financial transactions handled and reconcile cash drawers.

[Essential Duties]

- Receives checks and cash for deposit, verifies amount, and examines checks for endorsements.
- Assist customers with general account questions
- Enters customers' transactions into computer to record transactions, issuing computer generated receipts
- Counts incoming cash
- Balances currency, coin, and checks in cash drawer at end of shift
- High school diploma or equivalent

[Requirements/Qualifications]

- Previous cash handling experience or 1+ years' customer service in lieu of cash handling.
- Excellent verbal, written, and interpersonal skills
- Excellent team-player
- Self-motivated
- Detail oriented
- Must be willing to work Saturdays
- Must be fluent in English and bi-lingual in Korean/English is preferred

We offer Competitive Compensation, Excellent Benefit package

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

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

*Document submitted will not be returned.

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