



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.

Head Teller

in

McGinnis Branch

[Job Overview]

The Head Teller is responsible for accurately and efficiently processing a wide range of customer transactions, including cashing checks, accepting deposits, processing payments, and handling other routine banking services. This role oversees the daily operations of the teller line, provides guidance and support to teller staff, and ensures exceptional customer service.

[Essential Duties]

- Receives and processes deposits, checks, payments and other transactions in an accurate manner according to policies and procedures.
- Maintain cash drawer to specifications
- Ordering, receiving, verifying, and distributing cash
- Balance drawer daily
- Scan and balance each day's transactions
- Explain, advise on and promote bank products and services to customers
- Assist customers with general account questions
- Serve as first line of defense on any fraudulent account activity
- Refer potential customers to CSR or Branch Manager

[Requirements/Qualifications]

- High school diploma or equivalent
- Minimum of 2 years banking experience
- Previous teller experience
- Product and Bank regulation knowledge
- Excellent team player with positive attitude and motivator
- 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 and Excellent Benefit package

Medical, Dental, Vision, & Life Insurance / Paid Vacation and Sick Leaves / 401(k)

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 ☎ 678.385.0834

Promiseone Bank is an Equal Opportunity Employer.

