The Harbor Bank of Maryland is hiring Tellers!
(MWE# 1377584)

**SALARY RANGE:** $16.50- $20.00 an hour

**JOB DESCRIPTION:**
- Under general supervision, but in line with established policies and procedures, provides a variety of service functions, including processing savings accounts, checking accounts, and loan transactions, cashing checks, and selling money orders and traveler's checks.
- Also processes mail, maintains account records, cross-sells services, etc.
- Tellers are responsible for balancing each day's transactions and verifying cash totals.

**RESPONSIBILITIES:**
- Opens new accounts, explaining options such as single and joint ownership, revocable trust accounts, and various savings and certificate and checking account programs available; gathering needed information from the customer, transferring funds from existing accounts, and/or preparing sight drafts to obtain funds from other sources.
- Prepares all paperwork and assists the customer in the signing of documents necessary to process new accounts.
- Receives initial deposit and ensures that all new accounts are properly processed.
- Actively cross-sells the bank’s services in a professional manner.

**REQUIREMENTS:**
- A High School Diploma or GED equivalent is required.
- One to two years of increasingly responsible teller experience including some experience in customer service.

**Interested candidates please send resumes to:**
bscott@oedworks.com

All applicants must register with the Maryland Workforce Exchange. Please visit Maryland Workforce Exchange (MWE) at: https://mwejobs.maryland.gov

Now Hiring is a service of the Mayor’s Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners.