

Client Service Representative (Teller) – Monterey

Pacific Valley Bank is proud to carry on the tradition of locally owned and managed community banking. The Bank was founded in 2004 by Salinas Valley and Monterey Peninsula business owners and individuals based in Monterey County. We provide a full range of banking products and services, including loan and deposit services for small and medium size businesses, agricultural operations, non-profit organizations, professionals and individuals.

We currently have a full-time opening in our Monterey branch for a Client Service Representative (Teller). This position requires an individual with the flexibility to work approximately 40 hours per week.

The Client Service Representative provides a variety of client service functions including processing account transactions and assisting clients with other bank products, such as online banking, investment accounts, loan products and other deposit accounts.

ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Adheres to check cashing and cash paying limits and procedures.
- Maintains authorized cash drawer limits and maintains an acceptable balancing record in accordance with the Bank's Teller Balancing Policy.
- Understands and follows Bank policies and procedures.
- Represents the Bank to the client in a courteous and professional manner, and provides prompt, efficient and accurate service.

KNOWLEDGE & EXPERIENCE:

- The individual assigned must have exceptional customer service skills in addition to good verbal and written communication skills.
- Basic math skills and previous work experience in cash handling, with banking experience and sales experience preferred.
- Basic skills with MS Office, primarily Outlook, Word, and Excel are needed.