



Part Time Teller

Oxford Bank & Trust, Your Most Convenient Bank, is looking for a Part Time Teller for their branch located at 13440 S. Route 59/135th Street Branch in Plainfield (at the intersection of Route 59 and 135th Street). If you are an enthusiastic, service-oriented individual, Oxford Bank may be the place for you. As an employee of Oxford Bank & Trust, you become part of an organization that is committed to its customers, employees, and the communities in which we do business. Tellers are the personal face of Oxford Bank to our retail customers. For additional information about Oxford Bank & Trust please visit www.oxfordbankonline.com.

The ideal candidate will have impeccable customer service and interpersonal skills which includes having ENERGY, EXCITEMENT & ENTHUSIASM!

Responsibilities

- Interact confidently with customers & work well in a team spirited environment
- Perform a variety of transactions such as check cashing, deposits, withdrawals, etc.
- Balance cash drawer daily with accuracy and efficiency
- Understand and comply with Bank policies and procedures and applicable laws & regulations
- Take personal responsibility to learn and continually improve as a Teller
- Welcome Oxford customers and connect with them at a personal level
- Provide a great banking experience for each customer and visitor
- Take appropriate action to resolve customer concerns with tact and diplomacy
- Constantly exercise confidentiality with customer information
- Assist in bank sales initiatives and promotions
- Play an active role in Oxford customer events, bank committees, and festivities

Requirements

- Previous cash handling experience
- Ability to perform job functions accurately with consistent high attention to detail
- Strong basic computer skills
- Aptitude for mathematics
- Exceptional interpersonal skills, as well as an upbeat, positive attitude
- Valuable customer service experience
- **This 20-25 hour per week position requires the ability to work a flexible schedule including afternoons and weekends that will vary from week to week.**

Applicants must be available to work the following hours:

- **Monday, Tuesday & Thursdays from 1:00 pm - 6:15 pm**
 - **Saturdays from 7:45 am - 3:15 pm**

Children's events are once a month and attendance is required. Staffing assistance will often be required at other branch locations to help with their events. Meetings are held after hours & attendance is required.

Professional appearance & attire is required for this highly visible Customer Service position.

All applicants MUST APPLY IN PERSON at 13440 S. Route 59, Plainfield, IL 60585
(The branch is located in front of Jewel, near the intersection of 135th St & Rte. 59 in Plainfield.)

Resumes submitted to Oxford Bank & Trust will NOT be reviewed.

***Oxford Bank & Trust is required to perform Credit and Criminal history reports as well as drug testing on any candidate that a pending offer of employment is extended to. Personal credit must be good.**

Physical Demands and Condition Requirements:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

While performing the duties of this job this position this individual is regularly required to stand for long periods of time, walk, sit, talk, hear, use their hands and fingers (manual dexterity), use a telephone, and occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this position include, close vision, and the ability to adjust focus.

*Oxford Bank & Trust will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

Oxford Bank & Trust is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Oxford Bank & Trust is a Drug Free Workplace.