

South Louisiana Bank

Floating Teller/CSR

1362 W Tunnel Blvd., Houma, La 985-851-3434

Hours: Monday-Friday 8am – 5pm

Location: varies between all locations

Supervisor: Robert Ross

Specific Job Functions:

- Perform all aspects of Teller duties
 - Maintain and balance a cash drawer; verify money and roll coin
 - Assist and serve customers; handle mail-in work and night deposits
 - Receive commercial & individual checking deposits; accept checks for cashing or paying
 - Receive savings & club deposits; pay withdrawals; prepare related paperwork
 - Assist with incoming and outgoing collections and items in transit
 - Sell Money Orders; receive loan payments
 - Cross-train for collections processing and ATM balancing
 - Receive U.S. Savings bonds for payment; receive utility payments
- Perform all aspects of Customer Service Representative duties
 - Greet, counsel and assist customers with Bank products and services
 - Assist customers with banking needs (new accounts, account servicing, etc.)
- Handle customer inquiries, complaints, and questions; determine whether manager input is necessary
- Remain current on knowledge regarding products and related compliance issues
- Cross-selling of all bank products and services
- Ensure that all applicable policies are followed
- Perform routine clerical duties
- Perform all other duties as assigned

Qualifications of Job:

- High school education
- 2 years of Teller or Banking experience preferred
- Computer, clerical and calculator skills required
- Ability to provide outstanding customer service
- Ability and flexibility to travel to SLB Branches as determined by supervisor and Bank's needs

Requirements:

While performing duties, the employee is required to sit, stoop, lift up to 10 pounds, type, have the ability to communicate effectively with others, and will be required to work evenings and/or weekends, and attend remote meetings/trainings and/or travel.

In the performance of respective task and duties, the employee is expected to conform to the following:

- Successfully perform quality work within deadlines with or without supervision
- Interact professionally and confidently with other employees, customers and contacts
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

This job description in no way should be construed as a contract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to the job at any time.

Please contact the Human Resource Department at 985-851-3434 if you meet these requirements and wish to be considered for this position.

South Louisiana Bank is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.