

Job Posting: Bank Teller/Bank Operations Specialist

Company: Portage Bank

Location: Ceylon, MN

Position Type: Part-Time or Full-time

About Portage Bank:

Portage Bank is a leading financial institution in the Martin County area. We pride ourselves on delivering world-class banking services to our valued customers. Our commitment to excellence and community development has been unwavering since our inception in 1901. We're seeking a dedicated and detail-oriented Bank Teller/Bank Operations Specialist to join our dynamic team.

Key Responsibilities:

- Handle day-to-day cash transactions, including deposits, withdrawals, and payments.
- Efficiently and accurately process customer transactions ensuring all guidelines are adhered to.
- Address customer inquiries regarding accounts, banking products, and services.
- Ensure all transactions and operations comply with local, state, and federal regulations.
- Reconcile cash drawers and daily transactions, ensuring accuracy.
- Collaborate with bank operations team to streamline processes and improve customer experiences.
- Promote bank products and services, informing customers about new offerings that might suit their needs.
- Maintain the strictest confidentiality with all customer information.
- Assist in back-office operations and undertake tasks assigned by the bank operations manager.
- Participate in regular training and stay updated with banking regulations and policies.

Qualifications:

- High School Diploma or equivalent
- Cash handling experience preferred
- 1-2 years of experience in a similar role; banking or financial sector experience is a plus
- Strong numeracy and attention to detail
- Excellent communication and interpersonal skills
- Proficiency in using banking software and other computer applications
- Ability to work in a fast-paced environment and handle stressful situations
- Flexible to work during bank hours

What We Offer:

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Employee discounts and perks
- A supportive and inclusive working environment

Application Process:

Please send your resume to **CRO@portage.bank**. Use the subject line "Bank Teller/Bank Operations Specialist - [Your Name]."

Application Deadline: Open

Portage Bank, Member FDIC, 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, or protected veteran status and will not be discriminated against based on disability.