

Job Description	
Position Title	Retail Banking Teller
Reporting	Manager, Retail Banking

Main Tasks and Duties	
1	Promote and market conventional products to the customers
2	Count and balance the cash in teller's box at the end of the day
3	Attend to customer's enquiries
4	Process the daily transactions upon customer's request
5	Bank in cash and cheque in corresponding banks
6	File the documents of daily transactions and archive them in a safe and secure place
7	Update the record book of related transactions
8	Safe keep the safe-key and Teller's box-key
9	Any other tasks or duties assigned by Head of Department or Company from time to time

Job Requirements	
Education	Bachelor's degree, preferably in Banking and Finance or related discipline
Working Experience	1. At least 2 years of relevant experience in a similar capacity. Prior working experience in banking sector will be advantageous.
Language	1. English 2. Fluent written and spoken Mandarin to liaise with Chinese speaking clients
Others	1. Ability to multi-task and work under pressure 2. Good interpersonal skills and communication skills