

We need one full time person at the Chinatown location (our address is 183 Centre St., New York, NY 10013).

### **Teller / Teller Trainee**

**\$16 - \$18 per hour**

**\* Full time hours: Monday through Friday**

**Mon-Fri 9:45 am – 3:45 pm** (current schedule; the normal hours 8:45 am – 4:45 pm)

#### **Position Description:**

- \* Handle customer deposits and withdrawals.**
- \* Customer service.**
- \* Sort and consolidate specific data for reporting.**
- \* Process utility bill payments.**
- \* Cash handling.**

#### **Qualifications/Requirements:**

- \* US green card or citizenship**
- \* Good computer skills (MS Word, MS Excel) and ability to learn new systems quickly.**
- \* Typing**
- \* Previous tellers experience a plus, but not required.**
- \* Strong organizational skills**
- \* Bilingual Chinese listening/speaking skills**