

# Off-Campus Employment

*Job posted on 2013-12-17 by joanna.distefano; posting expires on 2014-01-17*

**Employer:** United Bank - Glenville

**Position:** Sales Associate

**Job Description:** Part Time,

Perform a variety of duties to provide customer services by receiving and paying out monies and maintain accurate records of all transactions, and balance cash drawer on a daily basis. Referral and sales of various bank products and services required.

**Job Responsibilities:**

1. Provide excellent customer service to all United customers, per UB "Serious About Service" standards.
2. Accept deposits, verify cash and endorsements, and give customers their receipts.
3. Cash checks within the limits assigned, or require senior sign-off authorization to cash checks exceeding limits.
4. Accept savings deposits and withdrawals; verify signatures.
5. Prepare individual daily statement of associate cash and proof transactions.
6. Require assistance with more complex transactions and accept loan and credit card payments.
7. Refer and sell all United products.

**Qualifications:** Job Requirements :

Must have high school diploma or equivalent.

Basic mathematical skills, ten-key machine skills and keyboarding.

Excellent customer relations skills, written and verbal communication skills, telephone skills and interpersonal skills.

Must be accurate and detail oriented

Excellent referral and sales skills

**Perferred Major(s):** Undecided or None; Accounting; Management; Marketing; Regents Bachelor of Arts;

**Application Instructions:** Apply online at

<https://unitedbankdcmetro.tms.hrdepartment.com/jobs/3092/Part-Time-Sales-Associate-Teller-GlenvilleGlenville-WV?referrer=90>

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