

Universal Teller

[Apply Now](#)

Company: Catilas Resources Limited

Location: Nigeria

Category: office-and-administrative-support

Job Summary

Catilas Resources Limited on behalf of our client, a leading commercial Bank urgently needs the services of a **Bank Teller**. The ideal candidate should possess the following responsibilities:

Cash Handling:

Accepting cash deposits from customers.

Withdrawing cash for customers against their account balances.

Processing currency exchanges.

Cheque Transactions:

Accepting cheque deposits from customers.

Cashing cheques for account holders.

Verifying the authenticity of cheques.

Customer Service:

Assisting customers with their inquiries and providing information about their accounts.

Addressing customer concerns and resolving issues related to transactions.

Promoting products and services to customers.

Transaction Recording:

Accurately recording all transactions in the bank's computer systems.

Maintaining and updating customer account information.

End-of-Day Balancing:

Balancing the cash drawer at the end of each day to ensure accuracy.

Reconciling transaction records with the actual cash on hand.

Compliance:

Adhering to banking regulations and policies.

Ensuring compliance with anti-money laundering (AML) and know your customer (KYC) guidelines.

Cross-Selling:

Identifying opportunities to cross-sell additional bank products or services to customers.

Recommending products such as savings accounts, fixed deposits, or credit cards.

Security:

Following security protocols to prevent fraud and unauthorized access.

Reporting any suspicious activities or transactions.

Educational Support:

Assisting customers in understanding various bank products and services.

Guiding customers on the use of ATMs, online banking, and other self-service options.

Team Collaboration:

Collaborating with other staff members, including loan officers, branch managers, and customer service representatives.

Participating in training sessions and meetings to stay updated on banking procedures.

Requirements

Must have OND in any field with a minimum of Lower Credit.

Cash handling experience is an added advantage.

Exceptional time management, communication, and customer service skills.

High level of accountability, efficiency, and accuracy.

Excellent knowledge of MS Office (especially Excel and Word).

Integrity.

Strong communication and people skills.

Location Nationwide

[Apply Now](#)

Cross References and Citations:

1. [Universal Teller Saopaulojobs Jobs Nigeria Saopaulojobs ↗](#)
2. [Universal Teller Hungaryjobs Jobs Nigeria Hungaryjobs ↗](#)
3. [Universal Teller Workfromhomejobs Jobs Nigeria Workfromhomejobs ↗](#)
4. [Universal Teller Radiologistjobs Jobs Nigeria Radiologistjobs ↗](#)
5. [Universal Teller Educareer Jobs Nigeria Educareer ↗](#)
6. [Universal Teller Statisticsjobs Jobs Nigeria Statisticsjobs ↗](#)
7. [Universal Teller Physicianjobsnearme Jobs Nigeria Physicianjobsnearme ↗](#)
8. [Universal Teller Startupjobsnearme Jobs Nigeria Startupjobsnearme ↗](#)
9. [Universal Teller Supplychainjobs Jobs Nigeria Supplychainjobs ↗](#)
10. [Universal Teller Policejobs Jobs Nigeria Policejobs ↗](#)
11. [Universal Teller Installationjobs Jobs Nigeria Installationjobs ↗](#)
12. [Universal Teller Flutterjobsnearme Jobs Nigeria Flutterjobsnearme ↗](#)

13. [Universal Teller Projectmanagementjobs Jobs Nigeria Projectmanagementjobs ↗](#)
14. [Universal Teller Automobilejobs Jobs Nigeria Automobilejobs ↗](#)
15. [Universal Teller Viennajobs Jobs Nigeria Viennajobs ↗](#)
16. [Universal Teller Jobscanada Jobs Nigeria Jobscanada ↗](#)
17. [Universal Teller CosmeticsjobsJobs Nigeria Cosmeticsjobs↗](#)
18. [Universal Teller Jobsinsaudiarabia Jobs Nigeria Jobsinsaudiarabia ↗](#)
19. [Universal teller Jobs Nigeria ↗](#)
20. [AMP Version of Universal teller ↗](#)
21. [Universal teller Nigeria Jobs ↗](#)
22. [Universal teller Jobs Nigeria ↗](#)
23. [Universal teller Job Search ↗](#)
24. [Universal teller Search ↗](#)
25. [Universal teller Find Jobs ↗](#)

Source: <https://ng.expertini.com/jobs/job/universal-teller-nigeria-catilas-resources-li-5d17e2126b/>

Generated on: 2024-05-03 by [Expertini.Com](#)