

Administrative Assistant/Teller Job Posting and Job Description

Branch: Pleasanton
Reports to: Branch Manager
Salary: Based on qualifications

Job Summary: Perform various secretarial duties and administrative services as needed for loan officers and/or supervisor. Provide assistance to new and established financial institution customers, including opening new accounts, cross-selling of products and all associated services. Operate a teller window when needed by providing basic cash receipt and payment services in accordance with the financial institution procedures

Essential Functions:

- Provide administrative assistance to loan officer(s) and/or supervisor, which includes the assembling of loan papers, the closing of loans and working exceptions and past dues when needed
- Provide efficient and courteous customer service, cross-market products and services to generate new business for the financial institution when appropriate
- Open and maintain new accounts including DDA, savings, IRAs and Certificates of Deposit offered by the financial institution
- Assist other financial institution staff in waiting on customers, answering telephones and performing other duties as assigned by management
- Perform a variety of customer savings, checking and credit account transactions
- Cash checks, process deposits/withdrawals, verify cash and endorsements, and issue receipts
- Become familiar with all associated deposit and loan platforms such as Fiserv, Sageworks, etc.
- Attendance is an essential job function

Required Education, Experience and Skills:

- High school diploma or equivalent
- Previous banking experience is preferred but not required
- Computer literate in Microsoft Office and Excel
- Ability to communicate effectively orally and in writing
- Excellent phone skills
- Ability to handle multiple tasks and deadlines efficiently
- Self-motivated with good organizational skills
- Ability to exercise discretion and independent judgment
- Successful completion of Administrative Assistant training and any other required compliance training

Physical Requirements:

- Ability to sustain close vision for long periods of time
- Ability to sit for long periods of time
- Ability to bend down and lift up to 50 pounds

This position may also include working on weekends when needed. Weekend hours start with working until 6:00 p.m. on Friday and 9:00 a.m. to 12:00 p.m. on Saturday.

Contact Information: Contact Renee Lyssy at rlyssy@southtrust.com or (830) 281-8108, ext. 1507