



**PARKWAY BANK**

What A Community Bank Should Be.

**\*\* Job Posting \*\***

**Position Title:** Teller  
**Posting Number:** 24-026  
**Department:** Orland Park

**Status:** Full-Time/Non-Exempt  
**Posting Date:** 05/24/2024  
**Grade:** TBD

**PARKWAY BANK**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9e1eaeaf-e521-4fa2-b220-5814ec34b7de&ccId=19000101\\_000001&jobId=529205&lang=en\\_US&source=CC2](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9e1eaeaf-e521-4fa2-b220-5814ec34b7de&ccId=19000101_000001&jobId=529205&lang=en_US&source=CC2)

**Location:** 14345 S. La Grange Rd.  
Orland Park, IL 60462

<b>Hours:</b>	<b>Monday &amp; Thursday</b>	<b>7:45 a.m. – 5:00 p.m.</b>
	<b>Tuesday</b>	<b>7:45 a.m. – 4:00 p.m.</b>
	<b>Friday</b>	<b>8:30 a.m. – 6:00 p.m.</b>
	<b>Saturday</b>	<b>7:45 a.m. – 12:00 p.m.</b>

Hours may change based on the needs of the bank, one day off during the week.

Parkway Bank is looking for a **Full-Time Teller** at our **Orland Park, IL**. We are a locally owned and operated financial institution committed to offering the best in customer service, financial products, and services. We maintain a strong presence in our communities through donations, volunteer work, and education. Come be a part of our growing team!

**Job Duties:**

Responsible for receiving deposits for credit to customer's deposit and loan accounts (personal and commercial); verifying cash withdrawals and signature endorsements within established limits and securing required approval as necessary; scanning daily work; balancing daily transactions. In addition, tellers are responsible for ensuring quality customer service, maintaining acceptable teller difference records; and referring sales opportunities to the appropriate banking staff. Tellers are required to meet and/or exceed appropriate referral goals and perform other job functions as assigned by supervisor/manager.

**Requirements:**

- High school diploma, GED or currently pursuing.
- Three months cash handling
- Effective customer service and sales skills
- Good math and clerical skills
- Ability to effectively communicate (oral and written) with fellow employees and customers.
- Must be accurate and detail oriented.
- Ability to work varied hours/days as needed.
- Proficient using a PC, keyboard, and computer mouse.
- Basic knowledge of Outlook, Microsoft Word and Excel preferred.
- Ability to walk, sit, stoop, and stand for long periods of time.
- Ability to lift, move, push, or pull up to 25 pounds.

***Parkway Bank is an Equal Opportunity Employer  
Minority/Female/Disability/Veteran***