



Workforce
Connection Center



PARKWAY BANK
What A Community Bank Should Be.

Hiring Event!!

Goodwill Workforce Connection Center

351 E. Roosevelt Road, Lombard, 60148, 630-576-4660

Thursday, September 7th, 2023

10:00am-12:00pm

Bank Location: 2250 Bloomingdale Rd., Glendale Heights, IL. 60139

Two Part-time Teller Positions available:

- **Hours: Monday, Wednesday through Saturday , 7:45 a.m. -1:00 p.m.**
- **Hours: Monday, Tuesday, Wednesday & Friday, 1:00 p.m.- 6:00 p.m., and Saturday, 7:45 a.m. -1:00 p.m.**

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.