



# Teller I

Contact: TD

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**Company Overview**  
About TD Bank, America's Most Convenient Bank® TD Bank, America's Most Convenient Bank, is one of the 10 largest banks in the U.S., providing more than 8 million customers with a full range of retail, small business and commercial banking products and services at approximately 1,300 convenient locations throughout the Northeast, Mid-Atlantic, Metro D.C., the Carolinas and Florida. In addition, TD Bank and its subsidiaries offer customized private banking and wealth management services through TD Wealth®, and vehicle financing and dealer commercial services through TD Auto Finance. TD Bank is headquartered in Cherry Hill, N.J. To learn more, visit [www.tdbank.com](http://www.tdbank.com). Find TD Bank on Facebook at [www.facebook.com/TDBank](http://www.facebook.com/TDBank) and on Twitter at [www.twitter.com/TDBank\\_US](http://www.twitter.com/TDBank_US). TD Bank, America's Most Convenient Bank, is a member of TD Bank Group and a subsidiary of The Toronto-Dominion Bank of Toronto, Canada, a top 10 financial services company in North America. The Toronto-Dominion Bank trades on the New York and Toronto stock exchanges under the ticker symbol "TD". To learn more, visit [www.td.com](http://www.td.com).  
**Job Description**  
The TD Bank Teller I processes Customer transactions face-to-face for a variety of routine to more complex financial transactions including but not limited to check cashing, withdrawals, and deposits. This job is responsible to balance cash drawers and assists Customers with basic product information. Teller I have responsibility to assist in exceeding service goals by minimizing Customer wait times and accurately and efficiently processing Customer transactions while providing legendary Customer Service in addition to recognizing referral opportunities.  
**Requirements**  
Provides exceptional Customer service by meeting all Customer demands as they relate to relatively straightforward inquiries, with the support of more experienced personnel. Generally resolves problems independently, escalating more difficult issues to management.  
**Processes** regular Teller transactions for Customers including servicing Customer accounts, accepting loan payments, accepting safe deposit box payments, processing sales of gift cards, cashing checks, verify currency, balancing cash drawer, night deposits, correct discrepancies and make necessary adjustments. Balance Automated Teller machines (ATMs) and Teller Cash Dispensers (TCDs)/ Teller Cash Recyclers (TCRs) as necessary. Adheres to safe deposit box procedures/ operations and guidelines. Establishes and solidifies Customer relationships by providing legendary Customer Service based on Guiding Principles: GWT, Think SMART, and WOW! Shares critical Education and engages Customers in conversations regarding their current and future financial needs and educates Customers about bank products and services. Expected to serve both on-site and drive-thru customers. May assist in the preparation and development of the



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