

If you are interested in joining Royal Bank America, please e-mail your resume to careers@royalbankamerica.com or fax to 610.667.1946. Royal Bank America is an Equal Opportunity Employer.

TELLER MANAGER – VILLANOVA OFFICE

POSITION DESCRIPTION:

This leadership position will oversee the daily management of the branch in the Branch Manager's absence and will supervise the Teller line on a regular basis. The Teller Manager will be responsible for:

- Performs daily settlement of cash drawer and oversees daily settlement of the Teller line
- Opens and closes accounts, cross-sells various bank products
- Accepts/processes deposits, checks, payments, and other negotiable instruments
- Keeps/controls working supply of cash within established limits
- Makes inquiries on teller terminal regarding account activity, balance, holds, etc.
- Assists with vault/branch settlement as directed
- Provides customer servicing/information; researches/resolves customer problems within experience level/established authority
- Prepares daily, weekly, or monthly branch activity reports or performs settlements for coupons, travelers checks, money orders, official checks, etc.
- Processes deposits requiring special handling and mail deposits
- Files/performs light typing
- Processes checkbook orders

REQUIREMENTS:

- Prior experience as a Teller, management experience is a plus
- High school diploma, some college coursework preferred;
- Prior cash handling experience;
- Outstanding customer service and mathematical skills.

If you are interested in joining Royal Bank America, please e-mail your resume to careers@royalbankamerica.com or fax to 610.667.1946. Royal Bank America is an Equal Opportunity Employer.

TELLERS

POSITION DESCRIPTION:

Currently we are seeking full-time and part-time Tellers for various branches.

Tellers will be responsible for:

- Accepting/processing deposits, checks, payments and other negotiable instruments;
- Perform daily settlement of cash drawer; responsible for overs/shorts;
- Assists with vault/branch settlement as directed;
- Provides customer servicing/information; researches/resolves customer problems;
- Cross-sells various Bank services/products.

REQUIREMENTS:

- High school diploma, some college coursework preferred;
- Prior cash handling experience;
- Outstanding customer service and mathematical skills.