

Wells Fargo Bank Teller Job Description

- Provide customers with safe, courteous, and professional service
- Maintain proper records and follow company policies and procedures
- Complete all transactions correctly and efficiently
- Follow all safety rules and regulations
- Assist customers with deposits and withdrawals
- Answer phones and assist customers
- Greet customers at the door and direct them to appropriate areas within the branch
- Help customers complete forms or make copies
- Handle cash and checks appropriately
- Maintain a clean and well-maintained environment for all equipment
- Accept payments from customers
- Collect money from customers for any fees associated with their services
- Answer questions regarding banking products and services
- Provide assistance on how to use various banking products
- Make change if necessary
- Assist customers with ATM transactions
- Complete paperwork and other tasks that may need to be done by the customer
- Adhere to all laws and regulations pertaining to the position.