

Wells Fargo Personal Banker Job Description

- Performs various banking functions for customers
- Opens new accounts and process payments
- Transfer funds between accounts
- Issue checks and make deposits
- Review account statements
- Provide information on products or services
- Produce reports and other necessary documents as required and assist with loan applications
- Manage investment portfolios
- Resolve customer disputes, etc.
- Maintain relationships with customers through regular contact and communication
- Ensure that branch operations are organized and well-managed
- Work under general supervision; may be assigned additional tasks and/or projects as needed
- Complete special assignments as directed
- Participate in community activities such as fundraising events, volunteer work, etc.
- Resolve issues related to the operation of the branch office
- Maintain confidentiality of proprietary information
- Adhere to all company standards of conduct.