



**Job Title:** Personal Banker – Full time

**Seniority Level:** Associate

**Reports to:** Branch Operations Manager

**Employment Type:** FT/Non-Exempt

**Job Summary:**

A Personal Banker is responsible for the day-to-day operations of the branch in an efficient, profitable, professional, and compliant manner. As one of our Personal Bankers, you will process a variety of basic customer account transactions and provides prompt, courteous, and friendly service.

**Duties/Responsibilities:**

- Actively sell and cross-sell bank services
- Exercise independent judgment
- Process a variety of routine checking and saving deposits and withdrawals with limited supervision
- Sell money orders and cashier's checks
- Process mail transactions and night deposit bags
- Issue receipts
- May perform vault duties such as ordering/shipping currency and coin and distributing money to other tellers
- Balance and assist other tellers in balancing

**Essential Knowledge, Skills and Abilities:**

- Detail oriented and organizational skills are a must
- Proven track record of sound decision making, balancing risk and customer needs with business objectives is required
- Computer skills, including word processing, internet, and internal bank software
- Bilingual in both English and Korean is preferred

**Required Education and Experience:**

- High School Graduate
- Cash handling experience

**Physical Requirements:**

Prolonged periods of sitting at a desk and working on a computer.  
Must be able to lift up to 15 pounds at times.

**Salary:**

\$18-\$24/hour based on experience

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reasonable accommodations for applicants' and employees' religious practices and beliefs, as well as any mental health or physical disability needs.