

**Position Title:** Flex Teller/ Customer Service Representative I

**Location:** 730 Centre of New England Boulevard, Coventry RI

**Department:** Retail Banking

**Reports to:** Branch Manager

**Classification:** Non-Exempt

**Position Summary:**

The Flex Teller -Customer Service Representative effectively performs customer service, receptionist and teller functions to provide courteous and efficient customer service. Performs all tasks in compliance with established Bank policies and procedures, with Federal and State laws and with all Fair Lending regulations.

**Essential Responsibilities:**

1. As assigned, courteously serves as service/sales consultant for customers, answers customer questions.
2. Acts as receptionist.
3. As assigned, efficiently performs complete teller function.
4. Adheres to Bank policies and procedures and performs functions in compliance with all rules and regulations.
5. Maintains updated knowledge of Bank products and services.
6. Performs additional assigned duties.
7. Performs related branch and clerical support functions as assigned.

**Criteria for Flex Customer Service Representative:**

- High school diploma or equivalent.
- Excellent communication and sales skills.
- Two years of teller experience.
- Ability to adapt to changing job requirements.
- Knowledge of bank services and products.

**Interested candidates should fax or email their resume, with salary requirements, to Human Resources at [HR@RandolphSavings.com](mailto:HR@RandolphSavings.com) or 781-573-1317.**