



**Company:** T.C. Ziraat Bankası A.S. – Athens Central Branch

**Reporting Line:** Branch Manager

**Job Description: Bank Teller**

**Summary of functions and tasks:**

We seek a Bank Teller for an entry-level position responsible for providing exceptional service to our clients daily. We're looking for a qualified bank teller to join our team, who plays a crucial role in our branch, offering a positive first impression through friendly and efficient service while conducting accurate banking transactions. The ideal candidate will have experience with banking processes, money management, and customer service.

**Objectives of this role**

- Serve customers by managing documents, information, and financial transactions in an organized, efficient, and secure manner.
- Handle transactions for customers, including check cashing, deposits, withdrawals, transfers, loan payments, opening and closing of accounts- Count the till at the start and end of the day, reconcile it to the initial balance- Deal with cheques, swifts, - performing currency exchange - Reporting on specific business requirements- Track, record, report, and store transactional information and special requests-Provide a high level of customer service, offering answers.
- Build awareness of new products and services and identify customer needs to capitalize on the business referral opportunities.
- Meet and exceed bank service standards, greeting and acknowledging each customer to make them feel welcome while complying with bank operational procedures and security protocols.
- Work with colleagues to complete daily tasks while demonstrating respect and professionalism, being prompt, and supporting management as needed.

**Required skills and qualifications**

- Bachelor's Degree, preferably in the finance field
- Proficiency in Microsoft Office applications.
- Advanced proficiency in English and Greek.
- Cash-handling experience
- Excellent communication, customer service, and time-management skills
- Strong dedication to accuracy and efficiency
- Turkish language skills will be considered an asset.



If you are a motivated and customer-oriented individual looking to launch your career in the banking industry, we encourage you to apply. Please submit your resume and cover letter detailing your qualifications to [HR\\_athens@ziraatbank.com](mailto:HR_athens@ziraatbank.com).

Join our team and be part of a dynamic banking environment where your skills and dedication will be valued. We look forward to receiving your application.