



Join Wanfuteng Bank Vanuatu to help customers become better off.
We are currently hiring for the following position based in Port Vila, Vanuatu, Oceania

Teller (Part-time)

Employment Type

Part-Time (4 hours per day)

Summary Objective

To make sure that we provide the best and simple banking solution to our customer when they enter the bank.

Role and Responsibilities

Customer

- Customer focus – process and perform daily bank transactions on a timely manner.
- Assist customers with their ATM deposits.
- Issue Cheque Books and ATM Cards.
- Assist with ATM Replenishment with ATM Custodian.

Finance

- Collect Bank Fees over the counter.

Risk (Compliance / Operational / Credit)

- Ensure Cash is verified before accepting cash transfer on Probanx system from Vault to Teller.
- A trial balance is done before another Teller takes over the Teller booth.
- Ensure cash is out of sight and not reachable to customer at the counter.
- Make sure that cash is locked away immediately after assisting each customer.
- Balance cash at the end of each day and keep a sign off for the Teller Balancing Sheet
- Cash has to be locked away immediately after Teller Balanced at end of day.

People

- Deal honestly, ethically, and fairly with the bank's customers.
- Reliability: attendance, punctuality, meeting deadlines



Key Competencies

- Teamwork
- Reliability
- Integrity
- Effective Communication (Bilingual English and French)

Minimum Qualifications

- Year 13 Certificate
- Basic computing skills (Microsoft Office)
- Excellent communication skills

How To Apply

Forward your CV and 2 references to: **Teller (Part-time)**, PO Box 65, Port Vila, Vanuatu, or email career@wanfutengbank.com. Only the successful candidates who meets the above criteria will be contacted for an interview. **Application closes (March 13th, 2024).**