

Employer:	KeyBank
Street Address:	3 W Main Street
City, State, Zip:	Pawling, NY 12564
Phone:	(845)855-1500
Website:	Key Careers (myworkdayjobs.com)
Contact Name/Title:	Lori DeBry Senior Recruiter-Remote Utah
E-mail:	Lori_debry@keybank.com

Position Title: Lead Teller-Pawling Branch

Part-Time Full-Time

Company/Organization Name:	KeyBank
Location:	Pawling, NY
Company/Organization Profile & Size: (include website)	<p>Headquartered in Cleveland, Ohio, KeyCorp (Key) is one of the nation's largest financial services companies. Key provides investment management, retail and commercial banking, consumer finance and investment banking products to individuals and companies throughout the United States and, for certain businesses, internationally.</p> <p>At Key we've made a promise to our clients that they will always have a champion in us. To deliver on that promise, we're committed to building a team of engaged employees who do the right thing for our clients and help them achieve their financial goals each and every day.</p>
Industry:	Financial Services
Position Description/ Responsibilities: (include where job is located)	<p>Lead Teller-Bilingual Spanish Preferred Location: Pawling, NY Responsibilities: At Key, we can bring ease, value, and expertise to our clients by helping them have confidence and the peace of mind to dream big. As a Lead Teller, you will report to the Branch Manager and perform the duties of a Teller.</p> <p>The Lead Teller provides excellent client service by welcoming new and existing clients of the Bank and assisting them with account transactions and servicing needs. The Lead Teller acts as a resource in identifying and resolving client servicing issues, serves as primary troubleshooter for complex problems and client service needs and enhances client relationships with Key by providing distinctive quality service. In addition, the Lead Teller asks questions and listens to clients to uncover financial needs and transitions clients to a banker to further assist. The Lead Teller helps observe and provide coaching to Tellers to enhance the client experience and operational effectiveness, and is responsible for day-to-day Teller scheduling, staffing issues and branch compliance with regulatory, security, and internal audit controls.</p>
Qualifications/ Required and/or Preferred Skills:	<p>High School Diploma, GED or equivalent business / operational experience</p> <ul style="list-style-type: none"> • A minimum of 1 year Teller experience preferred but not required • Strong knowledge of branch operations preferred but not required • Demonstrated superior client relationship skills • Excellent communication and interpersonal skills • Strong detail orientation

	<ul style="list-style-type: none"> • Demonstrated organizational skills while managing multiple tasks • Strong team player • Working knowledge of Teller Software, PC with Windows based applications, Calculator preferred but not required • Demonstrated ability to lead, motivate, and foster teamwork • Ability to work branch hours to include weekends and occasional evenings • Physical Requirements include: Prolonged Standing (5-8 hours per day), ability to communicate face to face and on the phone with clients, frequent use of hands to manipulate/grasp objects, occasional bending and lifting from floor height, frequent forward reach, frequent lifting of 1– 10 lbs., occasional lifting of up to 30 lbs
Employment Type:	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Wage Rate or Range	\$19.00-\$27.43 DOE

How to Apply:

E-mail: lori_debry@keybank.com	
Online: Key Careers (myworkdayjobs.com)	
U.S. Mail: N/A	
Contact Name & Title: Lori DeBry Sr. Recruiter-Remote Utah	
Include:	<input checked="" type="checkbox"/> Resume <input type="checkbox"/> Cover Letter

Additional Comments: Please apply online or email resume to lori_debry@keybank.com
 Please do not contact the branch regarding your application

Instructions to Employers: Submit completed form via Email to; Susan.Grega@sunydutchess.edu