



Magyar Bank, a leader in the community banking sector, is searching for qualified candidates to join our Retail Operations team in the Central New Jersey area as

Universal Banker

The Universal Banker will provide a variety of banking solutions that include recommending and selling Bank products and services. Perform a variety of routine transactions both on the Platform and the Teller area. Assist the Branch Management team in achieving quality service, supervision of the Teller area and complying with operational procedures.

Essential Functions:

- Responsible for providing exceptional customer service in accordance to Magyar's mission, including but not limited to:
- Open new accounts; checking, savings, CD's and IRA accounts. Prepare new account paperwork. Identify customer needs and explain bank products and services while maintaining acceptable cross-selling ratios
- Provide maintenance for customer accounts: research and resolve customer questions and/or concerns in a prompt and courteous manner
- Carries out the financial institution's client retention strategies
- Make consumer loan, mortgage loan, and investment referrals to appropriate personnel
- Participates in sales service and product training meetings for internal sales
- Performs all transactions required by a customer and use appropriate technology to provide services most effectively and efficiently. Maintain and balance a cash box
- Assist on all the daily functions/aspects of the Teller area
- Ensures adequacy of branch cash for daily transactions by assisting the Teller staff in ordering and shipping currency and coin, and controlling and distributing cash to Tellers in prescribed limits
- Follows policies and procedures related to retail areas
- Assists management opening and closing the branch; maintains and stays abreast of security policies and procedures.
- Handles customer problems and complaints; counsels customers with special needs or requests
- Develop knowledge of all aspects of branch operations, including paying and receiving transactions, regulatory compliance, and Bank Policy and Procedures
- Participate in branch functions and community events to promote the Bank
- Other duties as assigned

Requirements:

- Minimum of 3-5 years job related experience, including Teller and FSA
- Minimum of high school diploma or equivalent required. Some college preferred
- Strong sales-oriented personality with outgoing and professional manner
- Strong sales planning, consultative, follow-up and customer referral skills
- Strong knowledge of competition and product knowledge needed
- Good interpersonal skills, both with staff and customers
- Ability to lift up to 30 lbs. unassisted
- Flexible scheduling and coordination of Teller staff schedules
- Strong customer service skills
- Excellent communication skills, both verbal and written
- Excellent interpersonal and time management skills

- Occasional local travel to other branch locations within the Central NJ area.
- Computer literate, including MS Office Suite

Magyar Bank offers competitive salary and comprehensive benefit package, which includes medical, dental, life insurance and 401k.

Magyar Bank is an Equal Employment Opportunity/Affirmative Action Employer - M/F/D/V