



BEST PLACE TO WORK 2017-2023

TELLER

Lee Bank is a community bank committed to providing top-notch financial services to our valued customers. With a strong focus on community, we are looking for individuals who can contribute to our mission of empowering financial well-being. Lee Bank operates with a Culture of Purpose where our intention is to empower employees, customers, and our community by delivering local banking with service, sincerity, and simplicity at all points of interaction.

As a Bank Teller, it takes an energetic attitude, an ability to listen intently and a desire to know your customer, who they are, what they need, and knowing which ones want to get in and out quickly versus the customer that needs more individual attention and time to transact their business. The art of building relationships with customers, creating advocates, and meeting them where they are at is what makes Lee Bank stand apart.

This individual will perform a wide variety of teller and general clerical duties to provide services to the bank's customers in conformance with banking policies, procedures, and regulatory guidelines.

The optimal candidate will have the following credentials, qualifications, education, and work experience:

- High School diploma or equivalent: additional education in finance or related field a plus.
- Previous experience in a customer service-oriented roll is preferred (i.e. retail, hospitality, cash handling).
- Strong numerical and analytical skills to handle financial transactions.
- Strong communication skills, both verbal and written.
- Ability to work independently through low and high volume and maintain quality of work.
- Organizational skills, ability to multitask, flexibility.
- Microsoft Office Preferred
- Team-oriented personality
- Demonstrated honesty, integrity, and a commitment to maintaining confidentiality.
- Bilingual abilities are a plus as Lee Bank recognizes the value and importance of language skills in a globalized business environment.

Lee Bank offers a competitive compensation package. Please refer to Lee Bank's career section at www.leebank.com for a complete listing of benefits offered.

application link



**PLEASE RESPOND BY
SENDING RESUME TO:**

Email: Susan Brown, SVP at sbrown@leebank.com
Mail: HR Department - Lee Bank 75 Park St. Lee, MA 01238

Employment Application can be found at Lee Bank.com → About Us → Careers

LEE BANK IS AN EQUAL OPPORTUNITY EMPLOYER AND STRONG ADVOCATE OF WORKFORCE DIVERSITY
RACE/COLOR/GENDER IDENTITY/RELIGION/NATIONAL ORIGIN/DISABILITY/VETERAN