



There are immediate openings at United Community Bank  
Douglasville Branch  
Lawrenceville Branch

### **Tellers**

Department: Teller Operations at specific branch locations

**Summary:** Teller I provide a variety of financial transactions and services to customers, helps with questions and banking needs, and identifies opportunities to offer customers new or improved UCB products and services. Essential elements of the Teller I position is to ensure transactions are handled accurately and timely, to safeguard bank and customer assets by following procedures, and to build customer relations through excellent service.

### **Job Requirements:**

- High School Diploma or equivalent
- Above average verbal and communication skills
- Basic math/reasoning skills
- Attention to detail
- Excellent work ethic/time management skills
- Ability to exercise good judgment and learn detailed procedures
- Good computer skills and ability to operate standard office equipment

Forward resume to [tammie\\_vivian@ucbi.com](mailto:tammie_vivian@ucbi.com) or apply directly online at [UCBI.com/Careers](http://UCBI.com/Careers)

**United Community Bank is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities. EEO is the Law.**