

**Job Position**: **Teller – Fier Branch**

**Main Duties & Responsibilities:**

• Accepts the money that the customers deposit;

• Deals with balancing and re-conciliation of ATM;

• Deals with Cash counting;

• Deals with forgery bank notes;

• Keeps the confidentiality of every transaction;

• Plays an integral part of the marketing process of the unit.

**Experience, Knowledge and Competencies**

• To own an Economic University Degree;

• To have good mathematics skills in order to facilitate daily re-conciliation process;

• To have strong communication skills;

• To have excellent knowledge of PC, and also to fill in numeric data correctly and fast;

• To be practical and caring towards works dealing with money;

• To work under pressure and to be a good teamwork player

• To be fluent in English

**To apply for this opportunity, please send your CV to** [**humanresources@bkt.com.al**](mailto:humanresources@bkt.com.al) **until 29 July 2021.**