



Society Description

Andhra Pradesh Brahmin Co-operative Credit Society (ABC-CS) is a Government of Andhra Pradesh Undertaking established to cater to the Poor from the Brahmin Community. Andhra Pradesh Brahmin Co-Operative Credit Society Limited (ABC-CS) was registered on 31st October 2015 under Andhra Pradesh Co-operative Societies Act 1964.

Industry

- Co-operative Credit Society
- Credit/Lending Institution
- Micro-Credit Institution

Position

Job Title: Cashier

Experience: 4 to 6 years' experience in similar Position

Job Function: Cash-Handling in ABC-CS branches with efficient & accurate transaction processing

Employment Type: Full Time

Job Description

Summary

The position will be broadly responsible for handling cash transactions at our branches, including fixed deposit services. The cashier shall be responsible for book-keeping and day-end ledger closing amongst others duties. He/she must have knowledge in making available effective MIS for taking timely decisions of the Manager and senior management.

Responsibilities

- Accept retail and/or commercial deposits, loan payments, process checking and savings account withdrawals
- Cash Cheques
- Balance cash drawer in accordance with ABC-CS procedures and regulations including periodic batching of cashed checks.
- Assist in ordering, receiving, verifying, and distributing cash
- Answer customer inquiries and refer customers to the proper service area for issues that cannot be resolved at the teller line.
- Providing additional products including Cashier's Cheques, Personal Money Orders.
- Assist customers in accessing safe Deposit Lockers
- May be responsible for branch opening and/or closing
- Maintains the highest level of confidentiality with all information obtained.
- Promotes ABC-CS's products and services.
- Represent ABC-CS in a manner that maintains and expands positive relations with all customers, potential customers and co-workers.
- Perform as a team member in allocating and coordinating the work flow.
- Go the "extra mile" to build trust relationships, customer loyalty and satisfaction throughout the underwriting process
- Operate in compliance with laws and regulations
- Other duties as assigned



Andhra Pradesh Brahmin Co-Operative Credit Society

Cashier Hiring Profile

Desired Qualifications & Expertise

- Proven working experience as a Cashier
- Strong Mathematical Skills
- Detail oriented, high degree of accuracy
- Familiarity with computers and banking applications/software
- Solid understanding of web management and practices
- Proficiency in MS office tools
- Excellent communication and interpersonal skills
- Customer satisfaction orientation and sales competencies
- Ability to work in a goal oriented environment
- B.Com / M.Com

Send in your resumes at careers.abccs@gmail.com

Last Date: 10th May 2017