

Job overview

Lead Teller

WELLS
FARGO

Our vision:

“We want to satisfy our customers’ financial needs and help them succeed financially.”

- *The Vision and Values of Wells Fargo*

What a Lead Teller does

A Lead Teller spends almost all of his or her time working with Wells Fargo’s most important asset, our customers. Lead Tellers are able to handle a variety of tasks including providing excellent customer service in all customer interactions, helping to resolve customer concerns, following procedures to minimize errors and reduce fraud, processing account transactions effectively as well as sharing the benefit our customers may receive when meeting with a banker, when appropriate. Lead Tellers work under limited supervision, assist with work flow to ensure tellers are successful, consistently balance their cash daily, have great rapport with people, and enjoy helping others while maintaining ethics, integrity, and embracing diversity.

How a Lead Teller helps customers succeed financially

Put customers at the center of everything you do:

- Display a friendly, positive attitude toward serving customers and possess strong customer service skills
- Build relationships with customers that go beyond one interaction
- Engage customers in meaningful financial conversations that include understanding what’s important to them, and introduce them to bankers, when appropriate, to further assess their needs
- Serve as a role model for other tellers on the team in providing an excellent experience for customers

Process customers’ transactions efficiently:

- Demonstrate awareness and respect for customers’ time by conducting transactions accurately and efficiently
- Follow all policies and procedures required to maintain accuracy, manage risk, prevent fraud, and protect customers
- Provide customers friendly system approvals for other tellers on the team

Help resolve customers’ complaints and concerns:

- Listen carefully to customers, displaying empathy for the customers’ situation
- Escalate issues to the next level of authority for assistance, when needed
- Complete problem resolution steps in compliance with Wells Fargo Complaints Management policies

Possess strong character and values:

- Display a high level of integrity, trustworthiness, and professionalism at all times
- Follow Wells Fargo Code of Ethics and Sales Integrity policy
- Adhere to attendance guidelines and the fulfillment of all job duties

Embrace the opportunity to learn:

- Complete all essential training courses including required compliance and regulatory training
- Seek opportunities for self-guided learning including feedback from more experienced team members
- Understand that a customer may benefit from meeting with a banker to discuss their financial needs

Work effectively with a diverse team:

- Lead by example to create an inclusive and professional environment where all team members are respected and diversity is valued
- Demonstrate genuine care for every team member, taking the initiative to assist others
- Participate in meetings and share ideas for how to provide the best customer experience

Together we’ll go far



What you can expect from us

Our next big investment is in **you**. At Wells Fargo, we value and support our people as a competitive advantage. We work to attract, develop, engage and retain team members who reflect the diversity of the customers and communities we serve. We say “team members”, not “employees”, because our people are a treasured resource to be invested in, not expenses to be managed – and because teamwork is essential to our success in helping customers.

At Wells Fargo, each person is valued for individual skills and talents, has the opportunity to fulfill personal ambitions, and contributes to the success of the company. That’s why, in addition to ongoing coaching and career development, Wells Fargo provides all eligible team members with a comprehensive set of benefits designed to protect their physical and financial health and to help them make the most of their financial future.



About us

Wells Fargo & Company is a nationwide, diversified financial services company with \$1.9 trillion in assets. Founded in 1852, Wells Fargo provides banking, insurance, investments, mortgage, and consumer and commercial finance service through more than 8,600 locations, more than 13,000 ATMs, online (wellsfargo.com), and mobile devices.

At Wells Fargo, we embrace our responsibility to be a leading corporate citizen – socially, economically, and environmentally – and the opportunity to create more resilient, sustainable communities through our operations and actions.

Wells Fargo’s brand is supported by principles to deliver on our purpose and promise to work together to differentiate us from our competitors:

- Relationships that last a lifetime. We know our customers and care about them as individuals. In every interaction with us, they feel understood, recognized, and supported through their financial journey.
- Expertise and guidance to help our customers make confident decisions. We provide guidance and options so that customers can make informed choices.
- Going the extra mile to do what’s right. We put the interests of customers and communities first in all we do. We come through for them so they know we are there in good times and bad. We work to make their lives easier.



Investment and Insurance Products: ► NOT FDIC Insured ► NO Bank Guarantee ► MAY Lose Value

Relevant military experience is considered for veterans and transitioning service men and women.

Wells Fargo is an Affirmative Action and Equal Opportunity Employer, Minority/Female/Disabled/Veteran/Gender Identity/Sexual Orientation.

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