

Now Hiring

**Mayor's Office of
Employment Development
Workforce Centers**

Eastside One-Stop Career Center

3001 E. Madison St.
Baltimore, MD 21205
410-396-9030

Northwest One-Stop Career Center

Mondawmin Mall
2401 Liberty Heights Ave.
Baltimore, MD 21215
410-396-7873

Employment Connection Center

1410 Bush St.
Baltimore, MD 21230
410-396-1052

Workforce Reception Center

(By referral only)
100 W. 23rd St.
Baltimore, MD 21218
Phone (410) 396-6580

**Westside Youth Opportunity
(YO Baltimore)**

1510 W. Lafayette St.
(Gillmor St. entrance)
Baltimore, MD 21217
410-545-6953

**Eastside Youth Opportunity
(YO Baltimore) HEBCAC**

1212 N. Wolfe St.
Baltimore, MD 21205
410-732-2661

Partner Sites

Bon Secours Community Works

Community Job Hub
26 N. Fulton Ave.
Baltimore, MD 21223
410-801 6100

GEDCO

Community Job Hub
5513 York Rd. (rear entrance)
Baltimore, MD 21212
410-532-7117

My Brother's Keeper

Community Job Hub
4207 Frederick Ave.
Baltimore, MD 21229
667-600-2950



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moed.baltimorecity.gov



The Harbor Bank of Maryland is hiring Tellers!

(MWE# 1377584)

SALARY RANGE: \$16.50- \$20.00 an hour

JOB DESCRIPTION:

- Under general supervision, but in line with established policies and procedures, provides a variety of service functions, including processing savings accounts, checking accounts, and loan transactions, cashing checks, and selling money orders and traveler's checks.
- Also processes mail, maintains account records, cross-sells services, etc.
- Tellers are responsible for balancing each day's transactions and verifying cash totals.

RESPONSIBILITIES:

- Opens new accounts, explaining options such as single and joint ownership, revocable trust accounts, and various savings and certificate and checking account programs available; gathering needed information from the customer, transferring funds from existing accounts, and /or preparing sight drafts to obtain funds from other sources.
- Prepares all paperwork and assists the customer in the signing of documents necessary to process new accounts.
- Receives initial deposit and ensures that all new accounts are properly processed.
- Actively cross-sells the bank's services in a professional manner.

REQUIREMENTS:

- A High School Diploma or GED equivalent is required.
- One to two years of increasingly responsible teller experience including some experience in customer service.

Interested candidates please send resumes to:

bscott@oedworks.com

All applicants must register with the Maryland Workforce Exchange. Please visit Maryland Workforce Exchange (MWE) at: <https://mwejobs.maryland.gov>

Now Hiring is a service of the Mayor's Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners.



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