



Job Posting – Teller/Secretary

Job Title	Teller/Secretary	Job Category	Full Time/Hourly
Work Location	Fremont Branch	Travel Required	N/A
Date Posted	2/13/15	Posting Expiration Date	3/12/15
Resumes Accepted by	careers@sbical.com		

Duties:

- Promotes and maintains positive relations with all contacts and customers
- Complies with all department and company policies and procedures
- Contributes to the fulfillment of department and company objectives and goals
- Performs as a team member in supporting management and staff with work flow
- Will be involved in ordering, receiving, verifying and distributing cash
- Operates teller's window to serve the bank's customers
- Ensures courteous, efficient service; resolves customers' inquiries and complaints
- Performs other duties as assigned

Skills/Qualifications:

- Excellent customer service and communication skills
- High school diploma or equivalent
- Knowledge of arithmetic and previous experience in cash handling is preferred
- Ability to operate a wide variety of office machines such as calculator, computer, etc.
- Ability to protect and maintain confidential information
- Basic competency in computer operations is required
- Prior banking experience is preferred

SBIC Competitive Benefits Package - SALARY RANGE: \$11 - \$14 per hour (DOE)

- Vacation/Sick Leave/Paid Holidays
- Medical, Dental, Vision & Life Insurance -- paid 100% by SBIC
- Generous 401(k)
- Bonus Eligibility
- Opportunity to work for a growing Bank!

State Bank of India (California) is a growing bank that was established in 1982 as a California State Chartered Subsidiary of State Bank of India, the largest commercial bank in India in terms of assets, deposits, branches and employees.

For more information about SBIC, please visit: www.sbical.com.

Equal Opportunity Employer Minority/Female/Disabled/Veteran

Salary: \$14.00 /hour

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