State Bank of India
(California)

State Bank of India (California) Job Posting
Teller/Secretary (San Diego Branch)

SBIC IS SEEKING A CANDIDATE TO JOIN OUR TEAM OF TOP PERFORMERS!

State Bank of India (California) is a growing bank with 9 retail branches across California and one in Washington, D.C. SBIC is seeking a ***Teller/Secretary*** for our San Diego Branch. This position reports to Supervisor (Operations).

Job Title:	Teller/Secretary	**Job Category:**	Non - Exempt
Department/Group:	San Diego Branch	**Job Status:**	**TEMPORARY** – 4 months
Location:	San Diego, CA	**Position Type:**	FTE
Level/Salary Range:	$11/ hourly	**Date posted:**	03/10/2014
E-mail: careers@sbical.com Subject Line: Teller/Sec. – San Diego		**Online** www.sbical.com/careers	

Duties:

- Promote and maintain positive relations with all contacts, customers and potential customers.
- Comply with all department and company policies and procedures
- Contribute to the fulfillment of department and company objectives and goals
- Perform as a team member in allocating and coordinating work flow.
- Will be involved in ordering, receiving, verifying and distributing cash
- Operate teller's window to serve the bank's customers
- Makes a concerted effort to solve customer issues
- Ensures courteous, efficient service, assist customers with inquiries and resolves customer complaints
- Performs other duties as assigned

Skills/Qualifications:

- Excellent customer service and communication skills
- High school diploma or equivalent
- Comprehensive knowledge of arithmetic
- Must possess 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.
- 6 months prior cash handling experience is preferred
- Prior banking experience is preferred

State Bank of India
(California)

SBIC Competitive Benefits Package

- ***Excellent Pay and Vacation/Sick Leave***
- ***Medical, Dental, Vision & Life Insurance – for you and your family – 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. State Bank of India (the parent bank to SBIC) is the largest commercial bank in India in terms of assets, deposits, branches and employees.

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

Please submit your resume to Chaleeta Arender (Manager, Human Resources).
Email: careers@sbical.com
Please check out our website: www.sbical.com for additional information about our Bank!

EOE