

**STATE BANK OF INDIA (CALIFORNIA)**

HEAD OFFICE  
707 WILSHIRE BOULEVARD STE. 1995  
LOS ANGELES CA 90017-3587

***State Bank of India (California) Job Posting  
Teller/Secretary (Los Angeles 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 Los Angeles Branch. SBIC, Los Angeles Branch is looking for a Teller/Secretary with excellent people skills who are professional in their communication and customer service skills. This position reports to Supervisor (Operations).

<b>Job Title:</b>	Teller/Secretary	<b>Job Category:</b>	Non - Exempt
<b>Department/Group:</b>	Los Angeles Branch	<b>Job Code/ Req#:</b>	
<b>Location:</b>	(Downtown) Los Angeles, CA	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	DOE	<b>Position Type:</b>	FTE
<b>HR Contact:</b>	Chaleeta Arender	<b>Date posted:</b>	12/1/2011
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	12/31/2011

**Applications Accepted By:****E-mail:**

careers@sbical.com Subject Line: Teller/Secretary - LA

**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



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***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](http://www.sbical.com).

Please submit your resume to Chaleeta Arender (Manager, Human Resources).

Email: [careers@sbical.com](mailto:careers@sbical.com)

Posting Deadline is 12/31/2011

Please check out our website: [www.sbical.com](http://www.sbical.com) for additional information about our Bank!

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