

**STATE BANK OF INDIA (CALIFORNIA)**

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

**State Bank of India (California) Job Posting  
 Specialist (Central Operations)**

**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 an Operations Specialist for our new Operations Department in Head Office. This candidate will be involved in the day-to-day function of the operations department, and performing duties relating to Back-Office deposit operations. Other duties include reviewing and recommending new methods and procedures to make daily operations in the areas more efficient; planning and scheduling the activities within the areas for which the individual is responsible and coordinates them with other operations areas as required. This position reports to Supervisor (Central Operations).

<b>Job Title:</b>	Central Operations Specialist	<b>Job Category:</b>	Non - Exempt
<b>Department/Group:</b>	Operations	<b>Job Code/ Req#:</b>	
<b>Location:</b>	(Downtown) Los Angeles, CA	<b>Travel Required:</b>	Up to 10%
<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: Operations Specialist

**Online**  
[www.sbical.com/careers](http://www.sbical.com/careers)

**Duties:**

- Responsible for adhering to the bank's domestic operating policy, procedures, forms and new programs.
- Involved in the processing of all areas of the operations department as assigned, including:
- Return Items, NSF, ACH and Non-Posts
- Dormant & Escheat Monitoring
- Customer Statements and Return Mail
- Processing of Legal, Levies and Suspense
- Ensuring accuracy in service charging
- Online Banking & Customer Accounts
- ATM/Debit Card Application
- Ability to understand and effectively communicate the features and benefits of bank's products and services in order to efficiently provide customer service.
- Perform day-to-day processing of wire transfers and swift messages
- Complete research projects for customer inquiries; ensure satisfactory resolution.
- Answers customer (internal and external) inquiries
- Assists other operations staff members as needed
- Performs other duties as assigned



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### **Skills/Qualifications:**

- Associates Degree in Business or equivalent in experience
- Two or more years of progressively responsible related banking experience
- Knowledge in Federal Banking Regulations relating to customer deposit accounts.
- The equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities
- Required certifications may vary depending on actual work performed.
- Possess excellent communication skills, both oral and written.
- Must be a self-starter and have ability to work independently.
- Must be able to organize, conduct presentations, and prepare materials for management as requested.

### ***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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