



Job Description

Job Title: Branch Supervisor

Location: San Jose

Reports To: Assistant Client Services Manager

Requisition Number: 20-04

Job Summary: Responsible for supervising daily operations functions in the Branch and ensuring excellent customer service while maintaining compliance. Oversees and monitors teller, new account, wire transfer and remittance activities; monitors cash transactions, prepares CTRs; remains abreast of operations policies and procedures and trains staff. Assists with scheduling, timecard approval and performance feedback.

Qualifications: Associates Degree in finance or accounting; 2 plus years prior supervisory experience, 5 plus years of bank operations experience and/or training. Demonstrated knowledge and understanding of Bank regulations, products and services. Organization skills and time management skills. Excellent communication and decision-making skills. Microsoft Excel, Word & PowerPoint, Horizon.

To Apply: If you would like to apply, please submit a cover letter referencing the job title, resume, three professional reference (names/contact information) and send to:

careers@sbical.com

Fax: 213-489-4560

Documents submitted via email as attachments must be in Microsoft Word or .PDF format. Resumes that do not reference a specific job title in the cover letter or email subject will not be considered.