



State Bank of India
(California)

CLIENT SERVICES REPRESENTATIVE

Starting range: \$19.00 - \$20.00
Full-time/Non-Exempt

SUMMARY: Responsible for delivering superb customer service experience to our banking customers. Handles over the counter teller transactions, opens new accounts, responds to customer inquiries, complies with Bank policies and procedures. Responsibilities include:

- Provides excellent customer service to clients in the processing of deposits, withdrawals, cash advances, stop payments, blocks, wire transfers, and other transactions
- Recommends and cross-sells bank services
- Answers phones and performs account research
- Orders, receives, verifies and distributes cash
- Follows the Bank's CIP and Due Diligence in the opening of new accounts
- Files SARS and CTRs as required

QUALIFICATIONS:

High School Diploma or equivalent; or one to two years Customer Service experience and/or training in banking or high-volume cash handling environment; or equivalent combination of education and experience. Must be able to work full-time- 8:30am -5:00pm

TO APPLY:

If you would like to apply, please submit your resume via email at careers@sbical.com or Fax: 213.489.4560.

We are an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender identity, gender expression, genetic information, or military or Veteran status, or any other characteristic protected by law.

We consider all qualified applicants with criminal histories in a manner consistent with all applicable "Fair Chance" laws and ordinances.