



CLIENT SERVICES REPRESENTATIVE

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 related experience and/or training in banking or high-volume cash handling environment; or equivalent combination of education and experience.

TO APPLY:

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