



State Bank of India
(California)

DRIVER/OFFICE ASSISTANT

SUMMARY: Responsible for responsible for transporting C-Suite employees and VIP guests to and from their residences, airport, hotels, meetings, and other bank worksites. Assists with loading and unloading personal belongings and luggage to ensure each tripe is smooth, safe, and pleasant. Ensures vehicle is properly maintained, fuel levels are adequate, car is clean, air pressure is adequate, etc. Assists with administrative tasks when not driving. Answers phones, makes copies, picks up and delivers mails, maintains, and orders office supplies. Due to COVID restrictions will work primarily in the office until further notice.

- Answers the Bank's main line, screens, and transfers callers. Greets visitors, determines nature of visit, and notifies department or escorts visitor to correct destination.
- Performs various administrative tasks in the office when not driving on behalf of the company. Makes copies, files, picks up and delivers mail, provides guest validations, accepts, and distributes packages, prepares shipping labels.
- Performs breakroom maintenance, including ordering, tracking, and storing supplies, performing hi-touch area wipe downs.
- Assists with meeting set-up in Boardroom and conference room as needed.
- Interacts with building management on key requests, locked offices, temperatures, and safety concerns. Assists with parking set-up and cancellation. Picks up and delivers parking access cards. Orders, maintains, and distributes parking validations.
- Drives company vehicle to pick up or drop off Directors and Officials from India upon arrival/departure from the airport. Ensures passengers have a pleasant experience by providing friendly and efficient customer service and assisting with luggage and other personal belongings. Functions as President and CEO's personal driver on road trips, meetings, airport, or events. Ensures vehicle is clean and properly maintained. Takes vehicle in for maintenance, ensures tire pressure is adequate and safe, and refills fuel.

QUALIFICATIONS:

High School Diploma/GED or equivalent; a minimum of four years related experience driving clients to and from destinations or equivalent combination of education and experience. Must have a valid drivers' license and clean driving record. Must have knowledge of the local metro area, ability to read traffic patterns and avoid slowdowns. PC knowledge preferred (Microsoft Office Suite). Strong written and verbal communication. Must have excellent interpersonal skills and ability to interact with Executives. Ability to answer phones, take messages, sort, and deliver mail.

TO APPLY:

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