



State Bank of India
(California)

ASSISTANT BRANCH MANAGER

SUMMARY: Responsible for managing daily Branch Operations functions and assisting both internal and external customers with research and problem solution. Supports the branch manager by overseeing the efficient operations of the branch to ensure all operational functions are completely and properly performed by the staff while conveying a feeling of trust, service, security and satisfaction to customer and staff. Oversees the teller function, courier processing, remittances, wire transfers and customer service duties. The assistant bank branch manager must have a familiarity with banking products and services. Improves direct reports performance through coaching, completion of quality reviews, and training. Responsibilities include:

- Manages, oversees and monitors daily Teller, New Accounts, Wire & Remittance functions by assigning work, answering questions, reviewing work, providing approvals, solving problems, and handling complex transactions. Performs branch certifications and gathers records and documentation as needed for both internal audits and regulatory exams.
- Functions as joint cash custodian and follows dual control processes to secure cash and negotiable instruments in accordance with procedures, securely opens and closes the vault in dual custody, manages Safe Deposit Box operations. Verifies cash daily.
- Assists Branch Management with sales and branch goals and ensures that operations team understands products and has tools necessary to cross-sell effectively. Provides coaching designed to meet high sales and service standards, including participation in sales and service programs.
- Oversees banking services, to ensure excellent delivery of customer services; contacts or assists customers and prospective customers. Manages branch safe deposit box operations and ensures proper protocols are followed for assigning and accessing safe deposit boxes.
- Monitors daily work assignment, verifies and approves all operations entries, Fed Wires and other transactions in accordance signing authority and policies and procedures. Audits daily reports and ensures necessary corrections are made.

QUALIFICATIONS:

Associate's degree in Business Administration or equivalent with 5 years of progressively responsible banking experience in sales and cash handling in a financial services; 1 year of prior supervisory experience, or minimum 5 years of experience in banking and/or training; or equivalent combination of education and experience. Knowledge in Federal Banking Regulations relating to customer deposit accounts; effective written and verbal communication skills; Must be PC Proficient (Microsoft Office Suite), Ability to analyze and interpret data contained in documents, reports, spreadsheets, presented on both paper and electronically. (Must be able to work every other Saturday or as required.)

TO APPLY:

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