

Job description

SBI Canada Bank is currently looking for qualified individuals to fill the role of **Customer Service Representative** at its branches/ offices in Greater Toronto Area (GTA) and Greater Vancouver Area (GVA).

The successful candidate will provide banking service to customers in a professional and courteous manner, maintain a basic understanding of our banking products and services, accurately and efficiently process customer transactions and fully comply with Bank's policies and regulations.

Core Competencies

- Customer Focus
- Effective Communication
- Energetic
- Teamwork
- Accountability and Dependability
- Ethics and Integrity

Duties & Responsibilities

- Process financial transactions promptly and accurately
- Strictly adhere to all bank policies and procedures
- Prioritize customer demands
- Provide impeccable customer service
- Communicate professionally with all customers and colleagues
- Uphold understanding of all banking products and services, along with Bank's systems and procedures
- Cross-sell bank products and services

Required Skills & Qualifications

- Bachelor's degree
- Preferable 2+ years' experience as a Customer Service Representative/ Teller or within banking environment
- Cash handling and/or customer service experience preferred
- Knowledge of MS Office and Excel
- Ability to maintain high level of confidentiality
- Comfortable working in fast-paced environment
- Detail-oriented with a mind for numbers

Great to have- Bilingual in English and Hindi

Job Type: Full-time

We thank all applicants for their interest in advance, however, only those selected for an interview will be contacted.

Interested applicants may forward their resumes by email to Ms. Varinda Sharma at vsharma@sbicanada.com