



State Bank of India New York Branch **Recruitment for Loan Administration Officer**

Education: The position requires at least a Bachelor's degree.

Experience and Skill: Minimum three years relevant banking experience in the administration of commercial loans. Should have good knowledge of Commercial Loans Business and skilled with Microsoft Excel and Words. Should have effective written and oral communication skills. Have ability to deal effectively with lending team and other business partners.

Key Roles & Responsibilities

Supervisory Activities:

- Obtaining and Verifying the required KYC documents for opening of new loans/additional loans
- Ensuring KYC/EDD norms for the Customer Identification Program and Customer Due Diligence guidelines
- Effect principal advances, pricing rollovers, amortizations
- Receipt and maintenance of various subpoenas and Maritime Attachment orders and other Court orders
- Transaction maintenance and monitoring /passing necessary tickets for operations in the account
- Processing of drawdowns, rollovers, closure of loans
- Scrutiny and rectification of various systems generated reports

Administration activities:

- Designated contact for auditors in respect to the Loans Department
- Liaison with other departments for streamlining in respect of accounting income booking and tax issues etc.,
- Delivery of credit services to customers including dispatch of monthly account statements, interest and principal demand notices
- Designated contact for other banks
- Development of credit functionaries to maximize productivity and quality of output
- The applicant must be authorized to work in the United States.

State Bank of India does **not discriminate** on the basis of race, color, religion, national origin, sex, age, **disability**, or any other status protected by law or regulation. It is SBI's intention that all qualified applicants be given equal opportunity and that selection **decisions** be based on **job-related**.

Please respond to: vppna.nyb@statebank.com; vpcrao.nyb@statebank.com by January 20, 2022