



**STATE BANK OF INDIA  
460 Park Avenue, New York, NY 10022**

## **HIRING**

### **STATE BANK OF INDIA, NEW YORK BRANCH IS LOOKING TO HIRE SUITABLE CANDIDATES FOR THE POSITION OF JUNIOR SUPERVISOR (TRADE)**

**Junior Supervisor (Trade)** for **Trade Finance Department** to handle transactions relating to Scrutinizing Letters of Credit, Processing, Advising Letter of Credit and handling Bills drawn under LC.

Candidates should have minimum 2 plus years of experience in Trade Finance related roles with special knowledge on Letter of Credit.

Candidates must have a Diploma/ Bachelor's degree in any field with Trade Finance related certifications like GTC/CTFP. Candidates who are CDCS qualified will be preferred.

This full-time position has an employment agreement of 2 years, with the option to renew if the employee's performance is satisfactory.

As a full-time employee, you will qualify for, health insurance/dental/vision /prescription drug (fully paid for by State Bank of India) 401k retirement plan (entry date after 1 year of continues service).

#### **Roles and Responsibilities:**

- Fair knowledge on Documentary Credits
- Advising LCs received from India and other geographies to the Beneficiary/ Beneficiary Bank
- Compliance checks of the LCs
- Verification/ Authorizing of advising the LCs and the amendments received.
- Monitoring for proper scanning of the LCs and Amendments advised
- Handling Bills received under Letter of Credits.
- Record Keeping and Maintenance
- Reconciliation of various Office Accounts

#### **Education and Skills:**

- Diploma/ Bachelor's degree in any field
- Two plus years of experience in Trade Finance with specialized knowledge on Letters of Credit.
- Basic knowledge in Excel
- Attention to detail and accuracy
- Teamwork skills
- Ability to prioritize work

**Interested candidates, please send your resume to:**  
[vppna.nyb@statebank.com](mailto:vppna.nyb@statebank.com), [vptrade.nyb@statebank.com](mailto:vptrade.nyb@statebank.com)