JOB DESCRIPTION
(Date)

POSITION TITLE: Bank Branch Manager

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Following established procedures, plans, directs, and organizes the sales and daily operational activities of assigned branch to include lending, new accounts, cashiering, and customer needs. Maintains communication between branch and upper management. Provides support, guidance, and training to staff.

II. ESSENTIAL FUNCTIONS:

Knows all of the features and benefits of the bank's products and services in order to efficiently train and motivate staff to cross-sell them.

Assists in the implementation of new products or programs to help provide better service to customers and stimulate new growth.

Employs, counsels, and disciplines assigned staff.

Provides efficient training to staff in operations and policies and conducts monthly staff meetings.

Evaluates staff’s work performance by preparing annual reviews and conducting counseling sessions

Assists and advises staff regarding policies and procedures for lending, new accounts, cashiering and customer service activities.

Schedules and supervises staff workflow.

Maintains communications between the branch and management by preparing and/or approving daily, weekly, and month-end reports regarding operations and productivity, writing memos, and attending weekly management meetings.

Formulates recommendations for personnel and operational policies to management.

May perform duties of loan officer, new accounts, cashier, or other operational positions.

III. QUALIFICATIONS AND EXPERIEENCE:

Four-year college degree, or equivalent banking industry experience.

Minimum of three years supervisory experience in Branch Operations. Proven knowledge of branch procedures and policies.

Proven ability to motivate staff in sales.
Excellent communication, leadership and organizational skills.