

Branch Manager (\$0 - \$10 million)

SUMMARY:

Manages, directs, and administers the operations and business development efforts of a organization branch office that offers a full range of services to current and potential customers.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Coordinates deposit, lending and customer services functions in accordance with policies, principles, and procedures established by the Chief Operations Manager/Manager of Branch Operations.
- Works directly with customers and representatives of associated industries (i.e., select employee group) to evaluate and promote improved and expanded services in area.
- Reviews production costs and processes related to depositing, lending, transaction accounts as well as product quality, and modifies production and service delivery control to maintain and enhance profitable operation of branch.
- Evaluates work of employees, conducts performance appraisals, recommends promotions, reassignments, the hiring of new employees, and related personnel functions. Provides training and assistance to employees to ensure efficient and effective delivery of customer services.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)