

SEG Partnership - Branch Manager

SUMMARY:

Manages, directs and administers the operations and business development efforts of the SEG Mini-Branch. These partnerships offer full financial services to the current membership in the SEG's, as well as limited financial services (e.g., check cashing) to potential members of the credit union.

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

- Plans and directs the communication of information designed to keep the SEG partnerships informed of the credit union products and services by; distribution of fact sheets, news releases, and videos; classroom presentations for members and potential members to inform them of the credit unions mission, and culture; installing display racks, pamphlet racks, and posters, and attending appropriate SEG functions as needed to promote the branch to members and potential members.
- Coordinates all the member services functions of the branch as set out by the credit union's policies, principles and procedures.
- Works with the branch staff, and well as members to continually evaluate, promote and improve the branch services.

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