

Job Title	Assistant Branch Manager - Drew Street in Clearwater
Short Description	Provides guidance, leadership, training and branch staff scheduling. Responsible for providing a high level of quality service while cross-selling credit union services.
Full Description	<p>Dominate in service by maintaining a working knowledge of all services, organizational policies, and procedures. Provides guidance, leadership, training and branch staff scheduling. Responsible for providing a high level of quality service while cross-selling credit union services. Must be able to work Saturdays.</p> <p>Support Achieva's Brand Frame by holding team members accountable for Finding a Way to always assist internal and external customers, Providing VIP service to all internal and external customers, Making it Easy for all internal and external customers, Learning about all internal and external customers, and Promoting an environment of Trust.</p> <p>Responsible for account services to membership including, but not limited to member applications, completion of forms and data input related to account set up, updates, account maintenance and transactions.</p> <p>Delivers personalized service that focuses on individual member needs. Identifies and offers products and services that will improve our member's financial lives.</p> <p>Accountable for meeting loan production and cross sales goals.</p> <p>Maintains a working knowledge of all lending policies and guidelines and all aspects of loan closings.</p> <p>Performs Head Teller functions when necessary, assists in the supervision and development of branch staff.</p> <p>Assists in auditing Tellers vault and other negotiable instruments.</p> <p>Professional and efficient communications with all departments in order to promote synergy.</p> <p>Maintains member confidentiality, safeguards branch assets by assuring that cash procedures are followed, and enforcing all security procedures.</p> <p>Prepare various monthly and weekly reports such as time-sheets, cross-sales and log reports as directed.</p> <p>Maintain a self-development program by updating technical and management skills by completing training plan prescribed for the position, attending pertinent seminars and classes and reading journals and publications.</p> <p>Provides services for business accounts, trust accounts and equity loans.</p>

Partner with Branch Manager to represent Achieva in the community.

Partnership with leadership to be a top employer.

Responsible for upholding all credit union ethical standards.

Represents the credit union in a courteous and professional manner.

Perform other essential job functions as required or assigned.

Responsible for the daily operations of the branch.

Responsible for providing support and/or handling member issue escalations.

Education	High School diploma or equivalent required.
Additional Comments	3-5 years financial institution experience. 1-2 years lending experience.
Credit Union	Achieva Credit Union
State	Florida
Contact Name	Rose Ruiz
Email	rruiz@achievacu.com
Phone	727-431-0610
Fax	
Expiration Date	03/31/2021