

Open Position: In-Store Branch Manager (Wal-Mart)
Work Location: Chatham County
Reports to: Assistant Vice President of Branch Operations
Department: Chatham - Pooler
Position Status: Full Time (Salaried)
Level: E
(Salaried) Pay Range: \$45,000.00 to \$72,000.00

Purpose: The primary purpose of this position is to assist Atlanta Postal Credit Union to live out our Mission, "To help our members achieve financial success by providing exceptional products and service."

Develop relationships with the community and store staff to promote the attraction of new members. Confer with members to identify products and services that promote their financial goals. Select, develop, and guide branch staff in providing quality service to members within established policies, procedures, and guidelines.

Duties and Responsibilities

1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises.
2. Foster the attraction of new members. Cultivate relationships with community members and store staff. Attend community events. Circulate throughout the store to make connections. Create and implement Assist the Marketing Department marketing activities to promote member engagement.
3. Confer with members to identify potential financial needs. Share products and services that enable members to reach their goals. Assist with fulfilling lending needs.
4. Select, train, and develop a team of service-oriented employees. Conduct monthly performance coaching and annual reviews.
5. Supervise the activities of the branch by assigning work, solving problems and answering questions. Provide employee guidance in following credit union policies and procedures.
6. Manage and recommend the purchase of equipment and supplies.
7. Provide back-up support for essential member service duties as needed.
8. Manage and balance ATM, if applicable.
9. Provide overrides and authorize fee reversals when needed.
10. Research teller losses and recommend corrective action.
11. Oversees all aspects of branch security and safety: opening/closing procedures, robbery procedures, changing all-clear signal on a regular basis, alarm testing, etc.
12. Uses system reports and other tools to drive branch growth (new accounts, deposits, cross selling, etc.)
13. Comply with all aspects of BSA/AML and OFAC regulations as they relate to this position.
14. Other duties needed to ensure effective branch operations.

Desired Qualifications:

1. College degree in marketing, business or a related field or equivalent work experience preferred.
2. Four or more years of progressive responsibilities in a service-related business. Financial experience required. Community outreach experience preferred.
3. One or more years previous management experience.
4. Consultative selling skills. Ability to dialogue with members to identify needs and recommend appropriate products and services.
5. Ability to express oneself clearly and concisely, both orally and in writing. Diplomacy.
6. Ability to interact positively with management, coworkers, members, and vendors to promote a team effort.
7. Well organized and able to process detailed information with accuracy and efficiency and the ability to work independently, manage time and meet deadlines.
8. Proficiency with Microsoft Office suite of applications.
9. Knowledge of branch employee duties.
10. Proven history of dependability and excellent attendance/punctuality

Physical Job Requirements:

Must be physically able to operate a variety of automated office machines such as calculator, typewriter, computer, printer, facsimile, telephone, copier, etc. Must be able to stand, bend and stoop as needed. Must be able to lift and/or carry weights of twenty pounds. Must be willing to accommodate flexible work schedule.

The requirements for the job listed are general and are not all inclusive. If you have any questions concerning this position, please contact Human Resources.

A credit report will be generated and reviewed for all applicants.