

Job Title	Branch Managers
Short Description	Supervise and support the day-to-day operations of financial institution branch office.
Full Description	<p>Supervise and support the day-to-day operations of financial institution branch office.</p> <p>Ensure the compliance of the branches operations and adherence to Federal, State and company policies and procedures.</p> <p>Support lending and member service functions, personally serving in a loan officer, teller, or member service capacity.</p> <p>Set a positive example of exemplary member service, and expect and motivate the same of others.</p> <p>Provide and review with management all branch personnel reviews and make recommendations involving employment, counseling, performance evaluations, and possible discipline of branch staff.</p> <p>Oversee the expansion of business relationships, new accounts and community relations within the branch area.</p> <p>Direct, train and schedule branch staff to provide optimal functioning of the branch.</p> <p>Work in conjunction with branch staff to ensure all credit union safety and security policies are monitored and adhered to including building, vault, cash and lending functions.</p> <p>Ensure proper housekeeping and maintenance of branch facility.</p> <p>Other branch responsibilities and duties as assigned.</p> <p>Requirements:</p> <ul style="list-style-type: none"> -Must have at least 5 years financial experience; including teller, member service and lending. -Must have at least 2 years financial management experience -Must have strong computer knowledge; including Microsoft Office products and Outlook. -Must be able to interact with others in a positive manner, especially in a difficult situation
Education	-Must have at least 5 years financial experience; including teller, member service and lending. -Must have at least 2 years financial management experience -Must have strong

computer knowledge; including Microsoft Office products and Outlook. -Must be able to interact with others in a positive manner, especially in a difficult situation

Additional Comments

Credit Union Bay / FLAG Credit Union

State Florida

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