

Georgia United Credit Union is a full service financial institution founded in 1958. As an organization that is committed to service, our *vision* is to become the financial institution and employer of choice by consistently exceeding our member and team member expectations.

We are seeking an **Assistant Branch Manager** at our Dublin GA location. This position is responsible for assisting with the direction and administration of branch operations. Ensures that established policies and procedures are followed. Oversees the provision of a full range of services to members and prospective members. Ensures that members are promptly and professionally served. Acts as Branch Manager when necessary. Trains, directs, and assists in supervising branch staff. Performs various branch functions as required.

Responsibilities:

- Provides assistance, coaching and mentoring to all branch employees. Ensures that operations are conducted in accordance with Credit Union policies and regulatory requirements. Provides suggestions for improved effectiveness.
- Establishes rapport with Georgia United members and ensures that services are delivered professionally and efficiently and that member requests and problems are resolved promptly.
- Ensures branch security and tests security equipment as required.
- Ensures that the branch balances all transactions at the close of each work day. Provides assistance as needed to resolve discrepancies and completes month end certifications of all cash items and negotiable instruments.
- Assists with FSO functions and performs duties related to loan origination, processing and closing. Ensures that loans are promptly and properly prepared, documented, processed and disbursed in accordance with the Credit Union's loan quality standards.
- Promotes the branch business development efforts and seeks to broaden member base. Actively cross sells products and services to promote and assist members while suggesting financial service solutions.
- Uses sound judgment to make business decisions and provide credit counseling to members.
- Assists with implementing changes to established policy and procedures within the branch. Assumes responsibility to ensure each team member receives appropriate training.
- Observes and provides feedback on team member job performance. Formulates and implements corrective action as needed and conducts performance evaluations.
- Assists with orientation of new employees and leads training sessions as required. Mentors and coaches branch employees in all phases of their respective jobs.
- Assists with determining the appropriate staffing levels and schedules employee time off.
- Ensures that established procedures and guidelines are followed. Completes required reports and records and ensures that branch functions are properly documented.
- Demonstrate awareness and contributes to the Credit Union and branch goals.
- Replaces Branch Manager as necessary and assists with all employee functions as assigned.
- Responsible for projecting and maintaining the Credit Union's professional reputation with members by adhering to professional standards of conduct.
- Promotes and establishes strong, positive and productive working relationships within the organization through commitment to the company's vision statement, core values and business principles.

Qualifications:

- High school diploma or equivalent required. Bachelor's degree or college coursework preferred.
- 2 – 5 years' experience in financial center operations required. Prior branch management experience preferred.
- Thorough understanding of financial products and loan management.
- Computer proficiency with MS Office, including Word, Excel and PowerPoint, Internet, and Email.
- Ability to analyze and evaluate credit applications and related financial data to effectively assist members and resolve member and branch employee questions.
- Strong interpersonal communication skills with ability to market Credit Union products and services.

We offer competitive compensation and a multiple-option benefit package including health, vision, dental, basic and optional life, short and long-term disability, paid time off, annual time off, service days, Traditional and Roth 401(k) plans and company matching, flexible spending account, AFLAC and tuition assistance.

All applications for employment must be submitted using Georgia United's online careers website. Only candidates meeting the *minimum* qualifications and requirements will be considered for career opportunities.

To apply for opportunities, please visit: <https://bit.ly/2ZsVtxw>

*Georgia United Credit Union is proud to be an Equal Opportunity Employer
Georgia United participates in E-Verify*