Branch Manager

Job Description:

Branch Managers make sure that security and cash-handling procedures are properly followed while supervising branch staff, evaluating loan applications, and overseeing the flow of cash and financial instruments. Branch Managers show such skills as developing and streamlining branch operations policies and procedures, and standardizing general lending policies, branch procedures and practices.

Job Responsibilities:

* Direct all operational aspects including distribution operations, customer service, human resources, administration and sales
* Assess local market conditions and identify current and prospective sales opportunities
* Develop forecasts, financial objectives and business plans
* Meet goals and metrics
* Manage budget and allocate funds appropriately
* Bring out the best of branch’s personnel by providing training, coaching, development and motivation
* Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities
* Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs
* Address customer and employee satisfaction issues promptly
* Adhere to high ethical standards, and comply with all regulations/applicable laws
* Network to improve the presence and reputation of the branch and company
* Stay abreast of competing markets and provide reports on market movement and penetration

 Job Qualifications:

* Bachelors in business administration, finance, or related field
* Masters in business administration, finance, or related field preferred
* Experience as a branch manager

Opportunities as a branch manager are available for applicants without experience in which more than one branch manager is needed in an area such that an experienced a branch manager will be present to mentor.

Job Skills Required:

* Sufficient knowledge of modern management techniques and best practices
* Awareness of industry laws and regulations
* Ability to meet sales targets and production goals
* Familiarity with industry’s rules and regulations
* Excellent organizational skills
* Results driven and customer focused
* Leadership and human resources management skills
* Ability to resolve personnel issues
* Good communication skills
* Team Player