Assistant Branch Manager

Job Description:

Assistant Branch Managers are general managers for financial institutions such as banks. They 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. Assistant 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:

* Assist the branch manager in all areas
* Carry out directives by the branch manager
* Assist in researching local market conditions
* Identify current and prospective sales and expansion opportunities
* Develop forecasts, financial objectives and business plans
* Meet business goals and metrics
* Direct all operational aspects such as distribution operations, customer service, human resources, administration, marketing and sales
* Bring out the best of branch’s personnel by providing training, coaching, development and motivation
* Locate areas for improvement
* Propose corrective actions
* Share knowledge and insights with other branches and headquarters
* Manage budget and allocate resources appropriately
* Address customer and employee satisfaction issues promptly
* Adhere to high ethical standards
* Comply with all regulations/applicable laws
* Prepare and present reports on market movement and penetration
* 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 an assistant branch manager

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

Job Skills Required:

* Sufficient knowledge of modern management techniques and best practices
* 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