



Position: Assistant Branch Manager – Full-Time

Posting Date: January 7, 2020

Summary

The Assistant Branch Manager is responsible for assisting and supporting the Branch Manager in the administration and efficient daily operation of a full-service branch office, including the areas of operations, lending, product sales and customer service.

Essential Duties

- Provides leadership, training and support to associates. Plays a positive role in the development and growth of assigned branch staff through excellent communication skills, both verbal and written, along with strong delegation skills assuring a highly cross trained staff.
- Provides supervision and support to all areas of the branch
- Assists customers in their selection of various accounts, products and services available from the Bank; recognizes opportunities to offer customers products/services that may add value to their banking relationship.
- Interviews loan applicants and assists customers in the completion of consumer credit applications for non-mortgage loan products.
- Proficient in branch deposit operations; NSF and overdraft processing; holds and stop payments; currency transaction reports; acceptance and research procedures for a variety of legal processes; ATM duties; wires; balances general ledger account(s) and processes and approves related entries.
- Assumes responsibility for various branch functions in the absence of staff members or in overload situations.

Knowledge, Skills and Abilities

- High school diploma or general education degree (GED); or 2 years of related experience and/or training.
- Intermediate personal computer operation skills and proficiency in Microsoft Office Suite.
- Effective verbal, written and interpersonal communication skills.

Please email resume and/or completed application to HR@queenstownbank.com.

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