



JOB DESCRIPTION

Position: Branch Manager – Full Time

Position Description The Branch Manager's primary responsibility is to manage a branch's daily operations and staff. Additionally, the Branch Manager will be expected to service and expand the bank's customer base through daily customer engagement and by promoting 1st State Bank through community involvement.

Required Skills

- Demonstrates and ensures that branch employees provide excellent customer service in accordance with 1st State Bank's Mission and Vision.
- Is primarily involved with the management and administration of branch office to ensure compliance with all banking laws and regulations and that bank goals are met.
- Provides on-site leadership, motivation and direction for the branch staff.
- Expands the customer base and bank profitability through outbound calling and quality customer service.
- Integrates accounts and services with customers' needs.
- Actively gets involved in the community in order to market and promote 1st State Bank and its services.
- High level of customer engagement, including off site place of business meetings with customers.

Qualifications

- Bachelor's degree desired
- Three or more years of business banking sales and service required
- Experience managing a diverse workforce
- Demonstrated ability to develop and work within a team environment
- Proven commitment to quality
- Ability to proactively solicit new business
- Excellent interpersonal, verbal and written communication skills
- Ability to manage multiple tasks/projects and deadlines simultaneously
- Ability to resolve complex problems with minimal guidance