

Woodforest National Bank – Instore Branch Manager – Atlanta Gresham Rd SE

Please apply at www.woodforest.com

Branch Manager Qualifications

- Demonstrate excellent communication skills, both written and verbal
- Demonstrate excellent organizational skills with the ability to prioritize workload and multi-task in a fast pace environment while maintaining attention to detail
- Develop and retain branch customer base by delivering outstanding customer service and mentoring branch employees to do the same
- Demonstrate a business owner mentality with regard to meeting branch objectives
- Responsible for branch performance and growth, including profit and loss management
- Responsible for hiring, training and developing an effective and diverse branch team; mentoring and encouraging internal growth
- Develop a sales and service team by marketing bank products and services; analyzing customer's needs and determining appropriate products and services
- Responsible for communicating and implementing plans; evaluating impact and progress towards sales, service and operational goals
- Develop and cultivate strategic relationships with in-store business partners
- Participate in community activities in order to foster and develop customer relationships
- Proficient in all policies, procedures and bank regulations pertaining to branch operations
- Responsible for making appropriate decisions regarding customer's accounts, assisting others to do so and being on call when away from the branch
- Manage and participate in the daily operations of the branch; working opposite schedules of the Assistant Branch Manager to ensure adequate management coverage
- Practice branch security procedures. Protect customer & employee confidentiality and privacy
- All other duties as assigned

Minimum Experience

3-5years customer service or sales experience required.

1-3years management or supervisory experience required.

1-3 years financial services or banking industry experience preferred.

Formal Education & Certification

High School Diploma or equivalent required.

Bachelor's degree preferred.