

ABC Financial Institution

JOB DESCRIPTION

Associate:

Position: Regional Manager

Reports to: Branch Operations

Updated:

Position Summary: The Regional Manager is responsible for driving sales and service results through management, administration and development of all retail branch locations while remaining committed to the financial institution's core values and goals.

Primary Job Responsibilities:

- Organizes, plans, directs and determines branch goals to create growth in all business lines.
- Oversees all branches to ensure that customers/members are promptly and professionally served. He/she is a champion of service and sales.
- Possesses working knowledge of all branch positions and performs the duties of those positions as necessary.
- Ensures that all branches are well educated and following all aspects of branch security and safety: opening/closing procedures, robbery procedures, alarm testing, etc.
- Works with each branch manager to utilize system reports and other tools to drive branch growth (new accounts, deposits, loans, cross selling, etc.)
- Assures smooth execution of business plans. Responsible for management, sales, marketing and leadership with ability to lead Branch Managers.
- Support the Mission, Values, and Promise of the Financial Institution.
- All other duties as assigned.

Secondary Job Responsibilities (may include):

- Monitor branch budgets.
- Monitor hiring and team development
- Actively participate in community events.
- Utilize FSI's Members Only Website, The Smart Cart for ideas and tips.
- Utilize FSI's Bi-Monthly Newsletter, *The In-Store Advantage*; *Monthly Advantage Podcast*; *Quarterly SuperMarketing Calendar*.
- Assist with social media presence.

Qualifications:

- A strong and proven work ethic.
- Demonstrated performance as an exceptionally strong coach and team player.
- A proven leadership track record of grooming and developing talent.

- Excellent leadership and interpersonal skills including the ability to inspire teams to meet high standards.
- Entrepreneurial skills with ability to work with limited resources in a fast paced environment under time constraints when necessary.
- Inspire commitment and passion for promoting the financial institution.
- Creating a strong team spirit and communicating clear goals.
- A competitive and proactive nature.
- Proficient in Microsoft Office (e.g., Outlook, Word, PowerPoint, Excel).
- Demonstrated sales management success and proven ability to manage a retail location.
- Strong analytical and problem solving skills. Ability to drive innovations.
- Exhibits creativity, innovation and extreme attention to detail.
- Experience with in-store banking sales and leadership development.
- Four year college degree or equivalent work experience.
- Ability to meet deadlines in a timely manner.