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# Example of Assistant Branch Manager Job Description

Our company is hiring for an assistant branch manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant branch manager

* Comply and promote awareness and understanding of MRC policies, procedures and expectations to all employees, to include strict enforcement and compliance with DOT and SOX compliance guidelines
* Works in accordance with all policies and procedures ad rules as prescribed by State, Federal, and the Company
* At the direction of the Branch Manager, administers HR policies and procedures, including hiring, terminating, evaluating, recommending salary increases and counseling or disciplining branch personnel
* Work closely with the Regional Safety Manager to assure that safe operational procedures are followed and all reporting is filed on time
* Maintain superior knowledge of all bank products and services to assist branch employees as required
* Provides technical support, software updates and manages off-line procedures
* Working closely with the Regional Safety Manager to assure that safe operational procedures are followed and all reporting is filed with a minimum of lag time
* Ensures compliance with company and government policies and regulations (e.g., Safety, OSHA, HazMat, and DOT
* Ensures customer credit policies are followed and adhered to per policy
* Manages assigned branch personnel in accordance with company policies by hiring, training, motivating, planning and directing work, providing performance feedback, developing associates and resolving associate issues

## Qualifications for assistant branch manager

* Demonstrate a strong efficiency with the usage of standard office equipment phones systems, fax machines, copy machines, printers
* Accommodating to sudden change able to produce new solutions to problems
* Possesses intimate knowledge of all aspects of P&C Canada’s branch
* Registered with IIROC as a Registered Representative and must complete all requirements to be licensed as a Supervisor within 6 months of hire
* Life Insurance License must be obtained with 12 months of hire
* Mandarin & Cantonese (Asset)