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# Example of Assistant Branch Manager Job Description

Our innovative and growing company is looking 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

* Assist with sales coaching by observing the branch team from the perspective of the customer
* Works closely with the branch manager to develop and drive commitments and behaviors
* Open and close the branch in the Branch Manager’s
* Produce accurate customer quotes that generate custom metal fabrication work orders and increased sales
* Work closely with other store management personnel to recognize and correct operational problems
* Work with the person responsible for inventory so that inventory is adequate to meet customer needs
* Investigate and find acceptable solutions to customer problems
* Develop the branch's annual business plan with Regional Manager to ensure maximum profitability and effectiveness
* Reinforcing East West Bank’s Vision, Mission, and Values through words and actions
* Ensuring the branch achieves the highest level of efficiency by overseeing daily operational performance of Customer Service Specialists, Senior Customer Service Representatives, Customer Service Representatives, Senior In-Store Bankers and In-Store Bankers

## Qualifications for assistant branch manager

* Comprehension of required loan documentation Appraisals, title products, flood certifications, income, trusts
* Italian an asset
* Recent experience leading, managing, motivating and developing a team to meet & exceed assigned goals preferred
* Work branch hours including weekends and some evenings
* Required to assist branch manager to coach and develop team
* 1 year recent experience in retail branch banking leading, managing, motivating and developing a team to meet & exceed assigned goals within results driven environment