Downloaded from <https://www.velvetjobs.com/job-descriptions/banking-center-manager>

# Example of Banking Center Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of banking center manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for banking center manager

* Serve as back-up to Financial Services Representatives for deposit accounts sales and service and to Customer Service Representatives for teller transactions
* Represent the Bank through visible leadership involvement in community-related activities to promote goodwill
* Act as a liaison with various internal business partners to facilitate client on-boarding
* Establish and maintain effective relationships with customer, business partners and staff
* Effectively monitor, coach, develop and train new and existing Customer Service Representatives
* Assist in interviewing and hiring of qualified candidates upon event of banking center staff vacancies
* Actively manage performance and development of Customer Service Representatives, including quarterly evaluations touchpoints
* Attend and/or complete applicable and required training classes
* Maximize the growth and profitability of the banking centers through cross-selling and assisting commercial officers with sales calls
* Foster an environment within the banking centers that assures exceptional client experience

## Qualifications for banking center manager

* Proven leadership skills including coaching, development, and effective time management
* Strong knowledge of retail sales operations and bank operations
* Strong interpersonal skills including oral and written communication skills, sales and client relations skills
* Ability to motivate others, provide leadership and coaching for improved performance, and demonstrate good team building skills
* Strong basic math skills (addition, subtraction, multiplication, division) in order to reconcile accounts
* Good PC application skills including word processing and spreadsheet packages and other various systems