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# Example of Branch Operations Manager Job Description

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

## Responsibilities for branch operations manager

* Ensure that we operate under strict compliance of OFAC regulations
* Responsibilities include interviewing, hiring and training associates
* All associates have the responsibility for following rules and guidelines set forth in the Company Policies, Procedures and Code of Conduct, moral obligation to look out for the safety and wellbeing of their fellow associates
* Supervise the day to day operational functions of the branch including overseeing teller and customer service duties
* Approve customer and bank transactions within authority limits
* Be knowledgeable about all deposit, business, and consumer loan products
* Collaborate in the hiring, training and retention of staff
* Responsible for growing customer base
* Maintain good public relations with customers and the community
* Supervise, coach, and develop staff regarding service expectations, policies, procedures, products, systems and banking transactions

## Qualifications for branch operations manager

* Minimum of five (5) years of experience in processing all mortgage loan types
* Excellent keyboarding skills and proficiency in Word/Excel/Outlook with ability to learn new software applications
* Able to manage stress personally and assist others to manage their work-related stress
* This position requires operation of a PC and viewing information on a PC monitor
* Facilitate regular employee meetings to discuss goals, disseminate company information, discuss operational issues
* Maintain staff schedules to provide adequate coverage at all times