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# Example of Branch Supervisor Job Description

Our company is searching for experienced candidates for the position of branch supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for branch supervisor

* Responsible for hiring, coaching and performance appraisals
* This position is responsible for staffing, training, work assignments and performance management of Clinical Specialist and Coordinators at Metro Branches
* There are currently 5 Metro Branches and also deployed staff that cover at Hastings clinic 2 days per week
* Judgement is exercised to troubleshoot and track errors, create procedures, develop productivity measures and monitor those, implement process improvements, communicate and work with hospital referrals and respond to customer complaints
* Also responsible to fill in as a Clinical Specialist for PTO and sick calls
* Conduct weekly sales meetings, rounds, daily brief and debrief sessions, and end-of week debrief summaries with staff members
* Manage the Branch budget to meet branch revenue and expense objectives
* Identify and visit potential business customers to establish the bank's credibility, gain a full understanding of their needs, and evaluate appropriate products and services to satisfy their needs and educate them on the benefits
* Implement strategies to achieve branch business goals and operational efficiency
* Ability to effectively coach and lead your team to deliver/drive business to your Branch

## Qualifications for branch supervisor

* Other loan processing and credit union experience a plus
* Knowledge of DOT, FDA, and OSHA regulations
* ACIS / JDE
* Roadnet Information Center (RIC)
* Prefer to have CDL Class A or B with air brake endorsement
* Strong attention to operational policies and procedures combined with strong sales ability