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# Example of Manager Branch Job Description

Our growing company is hiring for a manager branch. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager branch

* Plans, coordinates and monitors the overall activities and operations of a full service branch office, including tracking and monitoring sales and customer service performance against established plans and objectives
* Solicits customers, businesses, community, and civic organizations to generate new business
* Develops branch business plan to ensure maximum profitability for targeted banking products
* Oversees performance management of branch staff
* Motivate employees by incorporating the Bank’s vision and the branch goals into daily communications and by recognizing and rewarding staff or their contributions
* Consistently demonstrating East West Bank’s customer service standards and working directly with customers to build relationships, identify, and satisfy their financial needs
* Growing revenue by successfully prospecting for new business and retaining and expanding existing customer relationships
* Developing the branch’s annual business plan (with the Regional Manager) to ensure maximum profitability and effectiveness
* Motivating employees by incorporating East West Bank’s vision and the branch goals into daily communication and by recognizing and rewarding staff for their contributions
* Contacting customers/ prospects and community and civic organizations to promote goodwill and generate new business

## Qualifications for manager branch

* BS in Civil Engineering preferred but will consider a combination of additional years’ experience and Special Inspection Certifications (ACI, ICC, AWS) in lieu of degree
* Personnel management, project management and profit & loss experience preferred
* Strong business development interest and competency
* State Broker’s License required, where applicable
* Minimum 3 years of real estate sales required
* Minimum of 2 years brokerage management or experience as an Assistant Branch Manager or past leadership training preferred