Example of Assistant Branch Manager Job Description

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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

- 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