

Branch Manager

Requirements

- Intermediate formal education or equivalent preferred
- A minimum of 2-4 years experience in related banking and/or sales management positions is normally required
- Specialized bank education and training
- Proficient reading, writing, grammar, and mathematics skills
- Proficient interpersonal relations, communicative, and sales skills
- Moderate computer skills
- Demonstrated management skills sufficient to manage an office
- A thorough knowledge of the features and benefits of all company products and services
- A working knowledge of operating policies and procedures
- A valid driver's license
- Visual and auditory skills required

Responsibilities

- Manages the Branch office in order to meet the financial services needs of clients in the assigned branch market area;
- Works with management in establishing personal, growth, sales, and profit objectives; Provides input to these objectives and to the manner in which performance will be measured and controlled;
- Insures that the Branch office is properly staffed and that the staff is trained to meet client service needs as well as sales objectives;
- Makes certain that all Branch operations are performed in accordance with established company policies and procedures, either directly or through appropriate supervisor, e.g., office balancing, control of vault cash, etc.;
- Provides for the proper security, maintenance, and cleanliness of the branch office; Supervises the opening and closing of the building and vault; Makes necessary provisions for the securing and accounting of negotiable papers;
- In consultation with sales staff, establishes specific sales and client services goals for each sales representative;
- Makes certain that all client service personnel are adequately trained both with respect to product knowledge and selling techniques;
- Insures that all sales and client service reporting information is provided on a timely basis;
- Conducts regularly scheduled (at least monthly) sales and client service meetings;
- Serves as an active member of the Branch Client Service team by performing all duties and, as such, is held accountable for sales performance;
- Makes "outside" sales and client service calls on present and prospective clients within the branch's market area;
- Actively participates in the community in a manner that reflects favorably on the company;
- Implements strategies to achieve goals assigned to the department as established in the Department's annual operating plan; Assists in the development of the annual budget for the office and adheres to budget parameter;
- Insures that the branch and all personnel adhere to established operating policies and procedures along with outside regulatory requirements;
- Organizes the work and activities of the Branch Office in order to achieve established goals; Monitors the efficiency and performance of the office versus established standards;
- Manages overall activity of the department and directly supervises assigned personnel

Chemung Canal Trust Company offers a competitive wage and benefits package. Send resume, references and salary requirements to:

**Chemung Canal Trust Company
Human Resources Department
One Chemung Canal Plaza
Elmira, NY 14902
EOE/MF
Or e-mail to pburns@chemungcanal.com**