

**First Financial Federal Credit Union  
Job Posting**

**Position:** Assistant Branch Manager  
**Reports to:** Branch Manager  
**Location:** Ocean and Monmouth Counties

**Summary:**

The efficient and effective management of the branch requires a strong, confident, independent individual. The Assistant Branch Manager ensures that established policies and procedures are adhered to and that the members are served promptly and professionally. They will be responsible for building branch business through motivation and coaching of staff and supporting all marketing campaigns.

**Responsibilities:**

- Know all Teller, Operations, Lending and Account functions
- Ensures that the branch is open and ready to conduct business each day.
- Manage branch to insure effective performance and accomplishment of budgetary and profit objectives.
- Responsible for branch assets, security and overall safety & well being of staff.
- Responsible for operational compliance and ensures branch is ready for audit at all times.
- Responsible for training coaching and performance management of branch staff.
- Interprets Credit Union policy and procedures for Branch personnel. Assures that all Branch personnel are updated with current information that pertains to their job.
- Supports efforts of staff in responding to member complaints and intervenes to resolve problems.
- Assures appropriate staff coverage
- Prepares monthly reports
- Reconciliation and settlement of ATM machine
- Facilities maintenance for branch building

**Qualifications:**

- High School Diploma/GED, Some College Preferred
- Credit Union Experience Preferred
- Possess minimum of three 3 years of related experience to include proven sales and lending competency
- Minimum of 2 years of management experience
- Excellent writing skills and interpersonal skills in listening and oral communications.
- Excellent Customer Service Skills
- Sales motivated to build branch business by selling products and services and attracting new members to the credit union.
- Proficient with Microsoft Office, Excel, Word, Outlook and Computer familiarity
- Numerical Ability
- Monday through Friday with 2-3 Saturdays per month