

**WELLS RIVER SAVINGS BANK
JOB POSTING NOTICE
BRANCH MANAGER**

POSTING DATE: 10/29/2018

CLOSING DATE: 11/30/ 2018

Summary: Administers operation of the branch with both deposit and consumer lending services. Exercises control over the functions of the office with the emphasis on developing business in all product areas.

Specific Job Functions:

- Responsible for branch compliance with bank policies and procedures.
- Accountable for attaining branch performance objectives for business volume, deposits, consumer loan portfolio, and quality of audit reports.
- Supervises, schedules, coaches, and trains staff to ensure successful performance in areas of customer experience, internal service standards, and sales goals. Conducts staff performance evaluations.
- Represents the financial institution in public relations activities, local organizations and community affairs.
- Maintains and develops relationships with existing and prospective customers.
- Participates in consumer loan origination activities directly.
- Provides a complete range of customer services at the financial institution, including account opening when needed, explaining available bank products and services, making referrals for mortgages and commercial loans.
- Accepts responsibility to stay abreast of all Federal and State laws, and compliance regulations governing the bank in general, and as they pertain to the job function in particular.
- Responsible for the general upkeep of the facility and equipment.
- Other duties as assigned.

QUALIFICATIONS/JOB REQUIREMENTS:

- Associate's degree and two years related experience or four years related work experience.
- Knowledge of basic consumer lending policies and procedures gained through work experience or in house training.
- Good management and human resource skills.
- Background in financial institution operating policies and procedures, banking regulations, employee development and public relations.

EXEMPTION STATUS:

Exempt – Salaried position

LOCATION:

Wells River

WORK SCHEDULE:

This is a full time position requiring 40 hours a week including rotating Saturdays (8a.m. until noon) and Friday evenings until 6 p.m.

Wells River Savings Bank is a mutual savings bank with associates working in our seven offices in the Connecticut River Valley. We are an Affirmative Action and Equal Opportunity Employer. We provide equal employment opportunities for all qualified applicants, without regard to race, gender, color, religion, national origin, sexual orientation, gender identity, age, veteran status, military service or obligation, disability, genetic information, pregnancy, citizenship, HIV-positive status, crime victim status, or any other protected characteristic under applicable law. We offer an excellent work environment while providing opportunities for our associates to learn and grow.