

Branch Manager

Ability to demonstrate excellent customer service skills and experience, as well as knowledge of processes and systems with regards to customer service, staff growth and development, retail environment and general administration. The prime candidate will also be detail-orientated, organized, reliable and professional.

Proficient use of Microsoft Suite programs is required. A business related Associates or Bachelor's degree is preferred with 5 years of management experience. It is desired that the qualified individual have a background in human resources.

Skills and Abilities

- 5 years management experience
- Sales background
- Preferred: Associates or Bachelor's Degree
- Preferred: Human Resource or Banking Experience
- Proficient with Microsoft Office (Word, Excel, Power Point, Publisher, Outlook)
- Strong work ethic with sense of responsibility
- High level of interpersonal and organizational skills
- Establish priorities, meet deadlines and manage multiple tasks simultaneously
- Excellent telephone etiquette and oral and written communication skills
- Professional attire and appearance
- Ability to stand for extended periods of time, occasional bending, stooping, twisting, kneeling, squatting and lifting/moving up to 50 lbs

Essential Duties

- Store development
- Policy and procedure implementation
- Manage 4-6 Staff members
- Increase staff productivity
- Assist in staff growth and development
- Maintaining records
- Comply with company policies and procedures and the Alaska State Law and Standard Operating Procedures
- This position is subject to a State & Federal background check
- Ability to pass pre-employment and random drug test

Benefits

- Salaried Position \$50,000 to\$ 53,000 DOE
- Annual Accrued Lave (120 hours)
- Paid Holidays
- Medical and Vision Benefits
- 401K