

Position Announcement

Assistant Branch Manager

Want to make a difference? Join the award winning team at Hope Credit Union (HOPE), one of the nation's leading community development organizations. For over 20 years, HOPE has been improving lives by helping entrepreneurs, homebuyers, families and communities become more financially secure. Since 1994, HOPE has generated more than \$2 billion in financing and assisted over 650,000 people across the Mid South.

Job Summary

The Assistant Branch Manager is responsible for the day to day operations of the branch, the direct supervision of employees, and assisting the Branch Manager in the growth of loans and deposits. This position is located at the HOPE branch in Drew, MS but will support both Drew and Shaw locations.

Essential Duties and Functions

- Provide strong leadership to subordinate group and assure branch compliance to policy and procedures
- Open and close branch
- Review all daily transactions
- Maintain adequate security over cash
- Sign-up new members
- Receive share certificate requests
- Provide management access wherever dual-control is necessary
- Process and approve wire transfers
- Provide excellent customer service

Competencies/Skills

- Working knowledge of word processor, spreadsheet, other PC applications, or mainframe applications to produce non-standard, creative products
- Ability to read and interpret documents, write routine reports and correspondence
- Ability to speak effectively before groups of customers and employees of the organization
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, percent, and interpret data
- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- Ability to manage and motivate others effectively
- Excellent customer service skills

Preferred Education and Experience

- Bachelor's degree, a business concentration preferred
- At least three years of experience in banking/mortgage
- Consumer lending experience

HOPE offers a competitive salary and comprehensive benefits package. Visit www.hopecu.org to learn more about our organization. Qualified candidates may submit a resume to hr@hope-ec.org.