



MANAGEMENT ASSOCIATE

Job Summary:

This position is responsible for working in various departments of the Bank, each for a limited period of time to be exposed to all functional areas of the organization and learn how they integrate to serve our customers. Will receive training from various Bank employees in all facets of banking (e.g. retail, lending, operations, administration functions and business development) for purposes of a management career in the Bank. Performs various jobs within the Bank to learn more about the positions and how they relate to the support and success of the Bank. Will be trained and perform duties in various positions throughout the Bank to learn the daily operations of the Bank. These areas may include working as a teller, CSR, loan processor, assistant to a lender and other areas deemed appropriate. All training will be under the direct supervision of an experienced individual in that area.

General Duties:

Duties include but are not limited to the following:

- Trains in a variety of departments throughout the Bank
- Rotates through a series of jobs in a trainee capacity to learn and be exposed to the key areas of the Bank
- Learns the Bank software system and may attend training
- Cross sells a full range of bank services to present and potential customers when acting in a retail role
- Network with individuals in key relationship management roles in the Bank such as credit and retail to learn more about the services we offer across the Bank and how we provide them to our customers
- Understand how back office operations and support positions work with other areas of the Bank
- Continue to develop management and banking competencies by attending training, reading books, taking classes, webinars or other identified sources as assigned
- Complete training evaluations
- Complete special project(s) as assigned
- Comply with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act
- Performs other duties as assigned.

Requirements:

- Bachelor's degree in business, finance, psychology, or related field from a four-year college or university
- Well rounded background with active involvement and leadership in school and/or activities in the communities we serve
- Exhibits and values strong personal integrity and ethics
- Demonstrated leadership ability
- Ability to relate well with others
- Project management and time management skills

- Proven computer skills, Word, Excel, Outlook.....
- Strong written and verbal communication skills
- Professional demeanor and presentation
- Ability to lead, support and motivate teams and individuals
- Excellent quantitative and analytical abilities
- Demonstrated creative thinking and ability to adapt to change
- Resilient, adaptable and results oriented
- High level of initiative and motivation
- Respectful, conscientious and dedicated performer
- Passion for completing any task with a high level of quality
- Strong teamwork based upon mutual respect, responsibility and accountability
- Ability and desire to listen to people and pay attention to what they need and want
- Ability to read, analyze, and interpret general business reports, periodicals, professional journals, technical procedures and/or governmental regulations
- Ability to write reports, business correspondence and procedures
- Ability to effectively present information and respond to questions from groups of managers, co-workers, customers and general public
- Ability to define problems, collect data, establish facts and draw valid conclusions

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