

## Banking Center Manager First Landmark Bank

First Landmark Bank has an immediate opening for a Banking Center Manager located at our Cobb office, 307 N. Marietta Pkwy, Marietta GA 30060. Essential Functions include but are not limited to the following:

- Supervise all branch staff members in accordance with bank policies and procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance and related communication; rewarding and disciplining employees; ensure that cross-training is in place; address complaints and resolve issues; help to develop staff and promote excellent employee retention and growth.
- Empower staff to make sound decisions, take initiative and develop business opportunities
- Direct all transaction processing activities
- Serve as back up to all branch staff positions
- Provide exemplary service to all bank clients via multiple means of communication points
- Prepare and/or review and approve all necessary branch reports
- Ensures compliance with applicable rules, regulations and policies
- Handle consumer loan processes, including client communication, compliance details, submission to underwriting, requesting documents for closing, closing, submission for booking, etc.
- Represent Bank at various events and meetings

High School diploma or equivalent required, college degree preferred. Three or more years' previous bank experience, supervisory experience required. Knowledge of Fiserv system a plus.

First Landmark Bank is an Equal Opportunity Employer committed to diversity in the workplace. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, sexual orientation, religion, national origin, gender identity, disabled or veteran status.

Benefits include medical, dental, life insurance, 401(k), flexible medical and dependent care spending account, paid accrued vacation, sick and PTO time. Please send your resume with salary history and requirements to [lpharr@firstlandmarkonline.com](mailto:lpharr@firstlandmarkonline.com) or fax resume to 770-919-1570.