

## **Branch Manager**

The same qualities that make Vinings Bank stand out among banks also make it a great place to work. If you desire a rewarding career in a professional atmosphere, are interested in participating in the growth of a forward-thinking organization, and are eager to provide exemplary service, you might just discover your career at Vinings Bank.

We are currently searching for a Branch Manager for our North Fulton Financial Office to direct the daily activities of the office, serve the customers within our market area, and oversee our office personnel.

### **Essential Functions and Duties:**

- Provide the highest level of customer service to our customers
- Manages the bank branch personnel
- Open new accounts and oversees the operations and balancing of cash maintained at the branch
- Participates in the development of goals and sales targets for the branch staff
- Comply with all bank and personnel policies and procedures
- Proficiency in use of Windows, Microsoft Word, and Microsoft Excel
- Team player that is highly motivated and goal oriented
- Effective oral and written communication with clients, co-workers and all levels of management
- Perform other duties as may be assigned

### **Minimum Qualifications:**

#### **Experience:**

- 2-3 years banking experience required
- 1-2 years office manager experience preferred

#### **Education:**

- High School Diploma or equivalent required
- Associate or Bachelor degree in business or related industry preferred

**Qualified and interested candidates can submit their resumes to [careers@viningsbank.com](mailto:careers@viningsbank.com) or Fax 678-384-7899.**