

STATE BANK

& Trust Company

EEO is the Law

Branch Manager

Norcross, GA

The Branch Manager is responsible for the day to day operations of the branch and overall staff supervision. This position is held accountable for developing and implementing an aggressive marketing plan to ensure the branch's daily sales, service, and marketing goals are met; coaches and mentors staff to attain success with individual and branch goals. Holds a significant loan portfolio both consumer and business. Ensures all clients are served in a highly professional and courteous manner.

Primary Responsibilities

- Responsible for outside business development for their branch.
- Requires enhanced relationship building skills; expected to develop lending relationships with small business owners
- Skill set should include business lending experience up to set \$ amount; may handle more complex lending or deposit relationships.
- Makes credit decisions within authority on consumer and small business loans.
- Possesses advanced knowledge on all features and benefits of the bank's products, programs and services in order to train and motivate staff to sell them; encouraging staff member participation, to stimulate new growth.
- Coordinates daily with BOM/BOS or Assistant Branch Manager on any updates on branch staff and daily operation of branch.
- Works with BOM/BOS or Assistant Branch Manager to establish tag lines and daily call schedules.
- Serves as primary sales coach for branch to support and promote the bank's Absolute Service Program including leading Sales Meetings.
- Maintains thorough knowledge of all business activities in market area and represents the bank in business development efforts at civic and community functions
- Schedules, prepares and conducts predetermined number of outside calls per week to COIs and businesses. Maintains up to date lists of current key customers, top prospects and COIs to obtain referrals.
- Stays current with all policies and procedures and carries them out with respect to certain activities. Stays current on up to date security procedures.
- Delegates various operational duties to others as appropriate, but assumes overall administrative responsibility for operating the branch.

Education and Experience

- Associate's degree (A. A.) or equivalent from two-year college.
- 3-5 years retail banking experience with some consumer/small business loan experience.
- Sales & Service background a plus.
- NMLS Registration, Level 1 Treasury Management Training

TO APPLY VISIT OUR WEBSITE WWW.STATEBT.COM

Employment at Will

Employment with State Bank & Trust is "at-will." This means that you or the Bank may terminate your employment at any time with or without notice or cause.

Employment Eligibility Verification

Employees are required to present proof of identity and eligibility to work in the U.S. State Bank participates in E Verify.

