

# STATE BANK

& Trust Company  
EEO is the Law

## Assistant Branch Manager

### Macon, GA

The Assistant Branch Manager works to build relationships with clients and prospects in order to identify financial needs and to maximize sales opportunities. These relationships will be built through lobby management, tele-consulting, outside calling, and community involvement. The Assistant Branch Manager will be responsible for the efficient running of the branch in the absence of the Branch Manager. May serve as a supervisor for designated branch staff.

#### **Functions**

Supervisory skills a plus.

- Self-starter, team player with excellent people skills.
- Proficient PC skills; good written and verbal communication skills
- Processes client credit applications and loan documentation for consumer loans following State Bank Credit Guidelines; work towards reaching loan growth goals
- Actively participates in daily calling activities; tracks and records calls and results; performs joint calls with Branch Manager and Business Partners; refers opportunities to specialty lines of business
- Provides call lists and coaches staff on tele-consulting sales calls, tracks calls and results
- Coordinates outside business development calls with manager.
- Identifies and builds relationships with COI (Center of Influence) contacts
- Identifies and shares 'best practices'.
- Conduct At Work Presentations for businesses to bank their employees
- Works with ROM or AROM to resolve account issues, as needed.
- Perform Sales Management duties as assigned
- Opens/Closes personal and commercial accounts, IRA's, CD's and other account types.
- Performs activities/provide leadership to assist the branch in meeting expectations around key focus areas
- Coordinates daily with Manager on any updates on branch staff and daily activities of branch
- Actively participates in all training events required to successfully and efficiently perform job.
- Performs all other related duties as assigned.

#### **Education**

- Associate's degree (A. A.) or equivalent from two-year college or technical school.
- Prefer 2+ years retail banking experience.
- Sales & Service background a plus.

**TO APPLY VISIT OUR WEBSITE [WWW.STATEBT.COM](http://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