



Retail Branch Manager
Alpharetta, GA

Touchmark National Bank is seeking a branch manager who will be responsible for the daily operations of the retail branch. The branch manager will supervise the branch staff, provide exemplary customer service to current and prospective customers, garner new customer relationships, and maintain a professional atmosphere in the branch at all times.

Primary Responsibilities:

- Responsible for the operations of the branch with a balanced approach to staff oversight & training, new account opening, teller functions, business services support and delivering superior customer service.
- Ensure compliance with all banking regulations as well as internal policies and procedures.
- Manage the Bank's Remote Deposit Capture product including installation, trouble shooting, and annual audits.
- Responsible for establishing and maintaining effective coordination and working relationships with other Bank personnel and management.
- Oversee Branch safety and security.
- Create Branch sales plans in order to achieve sales goals.
- Responsible for managing and deepening client relationships through sales, marketing, networking and referrals.
- Able to seek new business opportunities by contacting and developing relationships with potential clients by making outbound sales calls; including cold calling.
- Willingness to participate in civic, government, professional, business and community affairs, associations and groups to solicit and develop new consumer and small business relationships for the Bank.
- Performs other related duties as assigned.

The ideal candidate should possess the following:

- Excellent communication skills, both verbal and written.
- Excellent organizational, time management and problem solving skills.
- Creative and analytical thinking.
- Ability to motivate others.

Minimum Requirements:

- Minimum of five years branch management experience.
- A detailed knowledge of banking regulatory requirements is a must.
- Sales and Service Background required.

Interested applicants can send their resume to kellie.pressnall@touchmarknb.com.

