



## **CORNERSTONE BANK**

**JOB TITLE:** Branch Manager

**LOCATION:** Atlanta, GA

### **Job Summary**

The Branch Manager will run the day-to-day operations of the Branch, including client service, branch operations, and employee coaching and guidance. This person will have responsibility for marketing Cornerstone Bank in the local community, will have stated goals for bringing in new business in all banking products, but specifically deposits and loans. This person will be the main contact point for both Deposit Operations and the Sales and Service Manager. Operations, sales, and service are the key emphases of this position.

### **Job Qualifications**

- Minimum of 7 years retail banking experience, including an assistant branch manager position
- Strong working knowledge of branch operations and branch compliance
- Experience in sales coaching and training
- Must have managed a team before
- Must possess excellent verbal and written and interpersonal skills
- Ability to use Microsoft Word, Excel and basic computer software
- Must have high level analytical skills, knowledge and application of banking regulations
- Ability to educate borrowers on loan products and process
- Effective verbal and written communication skills and relationship building expertise
- Must have good organizational skills and time management skills
- Must be detail oriented and possess strong judgment and initiative
- Ability to interact with all levels of staff and management

### **Equal Employment Opportunity Statement of Policy**

The Bank is an Equal Opportunity Employer committed to diversity in the workplace. It is the policy of the Bank to provide equal employment and advancement opportunities to all qualified individuals. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, national origin, disabled or veteran status.

Please apply through our online link:

<https://cornerstonebank.applytojob.com/apply/AxHkSPdjsZ/Branch-Manager-Buckhead>