

Branch Manager

Greater Chautauqua Federal Credit Union is looking for outgoing, enthusiastic, team-oriented member service professional with exceptional communication skills to lead a strong inclusive TEAM of 5+ Employees!

Duties

- Responsible for oversight of all Branch Operations
- Oversee frontline staff and loan departments.
- Provide prompt, enthusiastic, and accurate service in the processing of all member financial transactions and coach support staff to exemplify the same.
- Handle complex member issues/disputes.
- Ensure that the branch is in compliance with federal laws and regulations set forth by the National Credit Union Administration and other regulatory agencies.
- Hold regular team meetings to keep staff highly motivated, well-trained, maintaining effective employee relations, and ensuring a consistent, professional approach.
- Create and maintain a cross-selling environment within the branch. Train employees to maximize opportunities to sell products.
- Track, and monitor employee progress with branch goals/objectives.
- Evaluate performance, and conduct performance reviews.
- Participate in recruitment and interviews in conjunction with HR.
- Perform teller functions as needed.
- Conduct New Member and Loan interviews; open new accounts and process and/or close loans.
- Participate in community events.

Qualifications

- Minimum of 3 years credit union or banking experience in a leadership role.
- Minimum Associate's Degree in the field of business.
- Strong knowledge of frontline banking operations, compliance and internal controls.

We offer competitive pay and a generous benefits package!

Founded in 1940, Greater Chautauqua FCU is a member-owned, not-for-profit financial institution, whose primary goal is relationship building, and improving the financial lives of its nearly 10,000 members. We have four branch offices strategically located in Chautauqua County, WNY, as well as unlimited 24-hour access to credit union financial products and services via Mobile Banking, ATM's (nearly 30K nationwide), www.greatercfcu.com, and FACEBOOK. Do you have a desire to help people, and to be a part of a team who works to make a difference? You've come to the right place!

Greater Chautauqua FCU is an Equal Opportunity Employer.