

WE ARE
HIRING



A BRANCH OF GRANT COUNTY BANK

BANK BRANCH MANAGER

 **GARDEN CITY, KS**

REPORTS TO: PRESIDENT

QUALIFICATIONS

- **Education:** Bachelor's degree or equivalent in experience in banking.
- **Experience:**
 - Minimum 5 years of banking experience with at least 2 years in a supervisory or managerial role.
 - Proven experience in managing branch operations, sales and staff.
 - Strong knowledge of banking products, services and regulations.
- **Skills:**
 - Excellent leadership, communication and interpersonal skills.
 - Strong analytical and problem-solving abilities.
 - Proficient in Microsoft Office Suite and banking software.
 - Sales-oriented with a customer-first mindset.

KEY COMPETENCIES

- **Leadership:** Ability to motivate, develop and manage a team.
- **Customer Focus:** Passionate about delivering outstanding customer service.
- **Collaboration:** Commitment to collaborating with members of the team, both onsite and at the Main Bank.
- **Financial Management:** Strong understanding of budgeting and financial performance analysis.
- **Problem-Solving:** Skilled in resolving complex issues and providing solutions.

Inquire or send resume to:

Trisha Walker

Grant County Bank

201 S. Main St.

Ulysses, KS 67880

(620) 356-8142

Email: trisha.walker@gcbks.bank

201 S. MAIN | ULYSSES, KS
511 N. CAMPUS DR. | GARDEN CITY, KS
(620) 356-4142 | www.gcbks.bank

EQUAL OPPORTUNITY EMPLOYER

BANK BRANCH MANAGER



KEY RESPONSIBILITIES:

1. Branch Operations Management:

- Supervise daily operations of the branch, ensuring compliance with company policies, procedures and regulatory requirements.
- Maintain a high level of accuracy in banking transactions and customer records.
- Oversee cash management.

2. Team Leadership & Staff Development:

- With the assistance of the Main Bank: hire, train, and develop branch staff, including tellers, customer service representatives and loan staff.
- Set performance goals for staff and conduct regular performance reviews.
- Provide leadership and support to the team, fostering a positive and motivating work environment.

3. Customer Service & Relationship Management:

- Ensure exceptional customer service is provided to all clients, resolving any complaints or issues promptly.
- Develop and maintain strong relationships with customers, understanding their needs and offering appropriate banking products.
- Promote and sell bank products and services, including deposit accounts, loans and other financial products.

4. Sales and Business Development:

- Establish growth/strategic objectives for the branch.
- Drive business growth by identifying new business opportunities and attracting new customers.
- Implement marketing strategies to enhance branch visibility and attract new business in collaboration with the marketing officer/team.

5. Financial Management:

- Oversee the branch's budget and financial performance, including revenue and expense management.
- Ensure branch profitability while maintaining cost-effective operations.
- Monitor branch performance, analyze financial reports and develop strategies to improve the branch's performance.

6. Compliance and Risk Management:

- Ensure that the branch adheres to all banking laws, regulations and bank policy.
- Implement and maintain risk management procedures to minimize operational risks, fraud and theft.

7. Reporting and Administration:

- Prepare and present regular reports to senior management on branch performance, sales and customer service metrics.
- Ensure that all administrative tasks, including documentation, records and reports are completed accurately and on time.

8. Bank Culture:

- Support of Bank's growth objectives and culture statement.
- Support of Supervisors and Co-workers in the form of mutual respect, understanding, personal privacy and sincere interest in promoting their success.

9. Business Integrity:

- Minimum expectations defined as follows:
 - Honesty and candor in all activities
 - Avoidance of conflict
 - Respecting confidentiality
 - Preserving confidence and trust of customers and community
 - Integrity in all dealings
 - Respect for customers and employees

Benefits Include:

- Generous Time-Off Package
- Health/Dental Insurance
- Life/Disability Insurance
- 401K and ESOP
- Incentive Compensation
- Wellness Benefit

