

Helping customers with their financial needs and leading the way in innovation and responsiveness is the core of CoreFirst Bank & Trust's ("CoreFirst") mission. This philosophy, the CoreFirst Way, has guided the bank well for sixty (60) years and sets us apart from competitors.

<b>Position Description:</b>	<b>Branch Supervisor – In Store Locations</b>		
<b>Reports To:</b>	Senior Branch Sales Manager	<b>Department:</b>	Retail Banking
<b>Supervises:</b>	Lead Personal Banker and/or Personal Banker(s), CSAs	<b>Classification:</b>	Full-Time, Non-Exempt

<b>🕒 Hours:</b>	Typically forty (40) hours per week between 8:00 am – 6:00 pm Monday – Friday, 8:00 am –2:00 pm Saturday and Sunday		
<b>🏠 Location:</b>	Dillon's East	2010 SE 29 <sup>th</sup> St, Topeka, KS 66614	
<b>📌 Role:</b>	Supervises a designated branch to achieve established production and other goals		
<b>🔗 Apply:</b>	<a href="http://www.corefirstbank.com/careers">www.corefirstbank.com/careers</a>		
<b>Essential Functions &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Supervises day-to-day branch operations, including scheduling staff</li> <li>• Directly supervises and motivates branch staff to create a team environment</li> <li>• Responsible for continued training, including providing spot coaching and feedback</li> <li>• Supervises branch sales process, including new banking accounts, loan applications, and referrals</li> <li>• Opens banking accounts, processes loan requests, runs teller transactions, and handles escalated customer service issues</li> <li>• Supervises in accordance with Retail Essentials and the Branch Audit Program</li> <li>• Tracks progress towards and achieves branch sales performance goals</li> <li>• Assists in interviewing Personal Bankers and Lead Personal Bankers</li> </ul> <p><i>Please note this description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.</i></p>		
<b>Experience:</b>	Requires:one (1) year of supervisory experience and two (2) years of banking experience. Sales experience preferred		
<b>Education:</b>	High School Diploma or equivalent required, college degree preferred		
<b>Skills &amp; Abilities:</b>	Work involves interactions with others and may be of a personal or sensitive nature when working through escalations. Additional skills include developing relationships, motivating, influencing, and training others. Composure and professionalism when handling complex situations.		
<b>Competencies:</b>	Adherence to CoreFirst Values; Respect, Communication, Integrity, Initiative, and Accountability. High level of skills in the CoreFirst Competencies of Customer Focus, Compliance, Ethics, Perseverance, and Time Management		
<b>Other Skills:</b>	Approachable and caring, with strong ability to relate and empathize. Sales and marketing awareness and aptitude. Goal-oriented, strong initiative, and ability to delegate. Knowledge of Microsoft Office Suite.		

<b>Physical Requirements:</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, and walk. Some light physical effort required, including the ability to lift up to fifty (50) pounds.</p>
<b>Travel:</b>	Travel is primarily local during the business day, although some local evening and weekend travel may be expected.
<b>Work Environment:</b>	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines.
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Applicants must pass a drug screen and background checks</li> <li>• Internal applicants must meet the minimum requirements of their current job, notify their manager or supervisor that they are applying for the position, and submit a resume via the employee portal</li> </ul>
<b>CoreFirst Employment Practices:</b>	CoreFirst provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CoreFirst complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

I, \_\_\_\_\_, acknowledge by my signature below that I have received a copy of my position description.  
 Print Name

I have read and understand my job duties and responsibilities as **Branch Supervisor – In Store Locations**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described.

I can perform the essential function of this position with or without reasonable accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that the information provided above is true and complete, and I understand that if the information provided above is false, it may result in denial of employment or dismissal.

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Employee Signature                      Date                                      HR Representative Signature                      Date



Revised May 2026 KR