

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 over sixty (60) years and sets us apart from competitors.

Position Description:	Branch Sales Manager		
Reports To:	Retail Manager, Sales and Service - Branches	Department:	Retail Operations
Supervises:	Personal Bankers and Customer Sales Associates	Classification:	Full-Time, Exempt

 Hours:	Typically, forty (40) hours per week between 7:00 am – 7:00 pm Monday – Friday, 9:00 am – 2:00 pm Saturday, other hours as needed		
 Location:			
 Role:	Manages a designated branch to achieve established production and other goals.		
 Apply:	www.corefirstbank.com/careers		
Essential Functions & Responsibilities:	• Manage day-to-day branch operations, including scheduling staff • Directly manage and motivate branch staff to create a team environment • Responsible for continued training and ongoing staff development, including regular coaching sessions and branch staff meetings • Responsible for the branch sales process, including new banking accounts, loan applications, and referrals • Manage in accordance with Retail Essentials and Branch Audit Program • Track progress towards and achieves branch sales performance goals • Conduct performance appraisals, salary reviews, and employee counseling • Assist in interviewing and hiring Personal Bankers and Lead Personal Bankers • Partner with Human Resources and Retail Operations Management to carry out disciplinary action, including terminations, as needed <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>		
Experience:	• Requires one (1) to three (3) years of supervisory or lead work experience • Requires two (2) years of banking or retail sales experience, with supervisory experience included		
Education:	High School Diploma or equivalent required; college degree preferred		
Skills & Abilities:	The position entails engaging with individuals in interactions with others that could be personal or sensitive, particularly during the process of managing escalations. Essential skills include the ability to develop relationships, motivate, influence, coach, and train others, alongside the capacity to maintain composure and professionalism while navigating complex situations.		
Competencies:	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.		
Other Skills:	Approachable and caring, with a 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.		

Physical Requirements:	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. 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.
Travel:	Travel is primarily local during the business day, although some local evening and weekend travel may be expected.
Work Environment:	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.
Other:	• Applicants must pass a drug screen and background checks • Internal applicants must meet the minimum requirements of their current job and submit a resume via the employee portal
CoreFirst Employment Practices:	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 Bank & Trust 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 a **Branch Sales Manager**. 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.

Employee Signature

Date

HR Representative Signature

Date



Revised March 2026 KR