

Job Description

Job Title: Branch Manager

Position Summary: Manage overall operation of Branch Office, including all phases of lending, collecting, and direction of office staff.

Department: Branch Operations

Reports To: Supervisor

Description:

- Provide customer service
- Interview, select and direct branch personnel
- Develop and maintain customer relations
- Achieve account gain through proven loan judgment and effective customer solicitation
- Minimize delinquent debt through telephone and field work collection activities
- Prepares, process and approves loan applications
- Maintains compliance of company policies, procedures and standards
- Maintains compliance with State/ Federal lending regulations
- Maintains compliance with company reporting and record keeping procedures
- Maintains cash drawer accuracy and security
- Provide the assistant managers with the training and skills needed for further advancement
- Close approved loans
- Assist with the development and training of all new personnel
- Oversee the daily duties of the assistant manager and additional office staff, if any.

Minimum Requirements:

- High School Diploma or equivalent
- Completion of training period as Assistant Manager with demonstrated managerial ability or previous finance experience
- Prior experience with customer service
- Computer skills, 10 key calculator proficiency, knowledge of fax and copier machines
- Working knowledge of State/Federal lending regulations
- Valid Driver's License, acceptable driving record, and access to reliable transportation for business use
- Ability to qualify for any license required by the state in which the office is located