

Branch Manager - Hazlehurst, GA

Branch Managers are responsible for leading the overall performance, operations, customer experience, and profitability of their assigned branch. This position oversees branch staff, supports loan and deposit growth, ensures compliance with bank policies and regulatory requirements, and represents the bank professionally in the community.

Key Responsibilities

- Lead daily branch operations, including staffing, security, customer service, and operational efficiency.
- Develop and implement branch-specific loan and deposit strategies that align with bank-wide goals.
- Coach, train, and develop branch employees
- Ensure customer complaints, overdrafts, service charges, returned items, and related account matters are handled appropriately and in accordance with policy.
- Promote a strong sales and service culture by identifying cross-sell opportunities and maintaining knowledge of the bank's products and services.
- Maintain compliance with audit, regulatory, security, BSA/AML, OFAC, privacy, and internal policy
- Represent the bank through community involvement, business development, and professional relationships with customers and local businesses.
- Work with senior management and marketing to support staffing plans, contingency strategies, market growth, and branch objectives.
- Lending responsibilities to include any or all of the following:
 - Assist potential borrowers with completion of applications for installment loans and lines of credit; review applications for accuracy; request additional information or detail as needed
 - Initial loan screening process and approving loans within approved limits; provide evaluation of potential borrower loan request and make recommendations to Chief Lending Officer and/or Loan Committee when loan amounts exceed approved lending limits
 - Communicate lending decisions to customers; follow rejection procedure for denials

Qualifications

- High school diploma (required)
- College degree with a business major (preferred)
- Five years of management experience (preferred)
- 1 year+ lending experience; already licensed, or able to be licensed, through the Nationwide Multistate Licensing System and Registry (preferred)
- Thorough knowledge of banking operations, bank policies, business account structures, and customer service standards.
- Ability to make informed decisions on branch-level banking transactions
- Strong understanding of fraud prevention, compliance requirements, and internal controls.
- Proficiency with various Technology and Microsoft 365 products, including Outlook, Word, & Excel.

Ideal Candidate

The ideal candidate is a professional, service-focused leader who exercises sound judgment, communicates clearly, meets deadlines, solves problems, and sets a positive example for employees and customers. This individual should be comfortable leading a team, developing staff, supporting business growth, and maintaining a strong culture of compliance, accountability, and community engagement.

Company Benefits Include: Paid Vacation, Paid Holidays, Personal Time Off, Health & Dental Insurance, 401k, Life Insurance, educational & training opportunities

Interested candidates should email resumes to hr-jobs@altamaha.bank Equal Employment Opportunity