

We are looking for an experienced Assistant Branch Manager to join our team at our 799 Broadway, South Portland Office.

Evergreen Credit Union is one of Maine's largest credit unions and continues to grow with a new branch opening in Scarborough in the spring 2024. Not only are we adding a new branch, but we are also expanding our team to be able to continually give members world class service. We are looking for that right individual to join our dynamic organization. Voted one of Maine's Best Places to Work eight years in a row, Evergreen provides employees an opportunity to be part of our unique culture.

**Role:**

The Assistant Branch Manager directs and coordinates the activities of personnel in a medium sized credit union branch, aiding the branch manager in ensuring the branch meets organizational financial, operational, service, and growth plans.

Comply with all laws and regulations pertaining to job function such as Fair Lending, HMDA, and MLA.

Follows all Bank Secrecy Act policies and procedures.

**Essential Functions & Responsibilities:**

Trains new branch personnel and monitors performance.

Meets with members and potential members to discuss and process consumer, home equity and mortgage loans requests and to promote positive public relations.

Explains services to potential consumer and commercial account members to generate additional deposit business and to promote positive public relations.

Reviews documents prepared by subordinate personnel, such as loan applications and new account information to ensure compliance with organizational policies and procedures.

Monitors branch office operations to ensure that security procedures are being followed and that appropriate steps are taken to correct unsatisfactory conditions.

Resolves account-related concerns with members.

Evaluates all branch activities to ensure they follow established Credit Union policies, procedures, and objectives; recommends changes to manager.

Manages branch office in absence of manager.

Performs other job-related duties as assigned.

**Knowledge and Skills:**

Experience     One year to three years of similar or related experience.

Education     A high school education or GED.

Interpersonal Skills Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

Other Skills Strong communication skills; ability to use related software required; ability to multi-task.

Physical Requirements: Must possess sufficient manual dexterity to skillfully operate office equipment including but not limited to the scanner, a computer, photocopier, and telephone. 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 occasionally required to stand; walk, sit; use hand to finger, handle or feel objects; reach with hands and arms; balance; stoop; kneel, crawl or crouch; talk or hear. The employee may occasionally lift up to 20 pounds.

Specific vision abilities are required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Benefits:**

We offer an excellent compensation and benefit package that includes medical insurance, dental insurance, vision insurance, 401(k) with match, PTO, paid holidays, short-term and long-term disability insurance, and education assistance.

This position reports to the Assistant Vice President, Branch Manager. Resumes may be sent to Cathy Lestage, Vice President of Human Resources @ [clestage@egcu.org](mailto:clestage@egcu.org).

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