



Assistant Branch Manager (ABM) Job Posting

This position will manage all aspects of branch operations including management of teller operations, processing new account requests, establishing digital products and services such as remote deposit services, branch certifications and other functions as directed.

Position responsibilities will include the following:

- Manage Customer Service staff and scheduling
- Open new accounts for business and personal clients
- Assist with the ongoing client support of bank products and service delivery channels such as online banking, cash management products, remote deposit, mobile deposit
- Assist Business Development Officers with new account opening and onboarding
- Provide a high level of customer service to ensure that each client receives a good experience during their interaction.
- Perform business development activities, which may require travel to/from client locations or between the Phoenix and Scottsdale offices.
- Reviewing and processing daily system reports and files such as ACH, wires, ATM settlements and exception items
- Assist with the processing and balancing of wire transfers
- Perform monthly branch certifications
- Ensure all appropriate policies and procedures are followed during daily tasks
- Perform general maintenance on accounts such as research, aiding customers in overdraft situations, and changing addresses.
- Run and maintain a teller drawer and process client deposits, withdrawals and other client transactions as needed.
- Other duties as assigned

All candidates must be comfortable receiving ongoing performance feedback. Ability to work in team oriented environment moving toward common and individual goals. Excellent interpersonal skills in order to effectively communicate with customers and teammates maintaining high service standards. Strong attention to detail in order to maintain cash drawer and adhere to all bank policies and guidelines. Ability to recognize and refer cross sell opportunities that strengthen customer/bank relationship.

EXPERIENCE: Prior teller experience required, new account experience preferred.

SALARY: \$45,000 to \$55,000 DOE

EDUCATION: High School diploma and 2 years prior experience in banking

SKILLS: Desire and willingness to learn; continuously seek self-improvement and must

Location: Phoenix, Arizona

Candidates please contact Frank Smith at 602.280.9415, or email qualifications to fsmith@republicaz.com.

Republic Bank of Arizona is a locally-owned and operated bank, with a focus on supporting local businesses and nonprofit organizations. The bank is an equal opportunity employer that provides team members an inclusive, supportive and equitable environment.

Republic Bank of Arizona has earned a five star "Superior" rating from Bauer Financial.