



Office Manager

Alliance Bank is an Equal Employment Opportunity Employer.

Classification: Exempt

Summary

Responsible for management and leadership of the Relationship Team including service, referrals and recommendations and operations.

Essential Functions

- Ensures continuous training and development of self and Team
- Creates a positive work environment that facilitates exceptional service, expanding profitable client relationships and employee engagement
- Leads and directs Team; attainment of sales, service and financial goals, open/maintain accounts, referrals and recommendations
- Establish Office and individual goals while engaging Team to take ownership of achieving goals; conducts monthly one-on-one coaching with Team
- Maintains cash handling skills and assist on the front line when necessary
- Ensures the Office is professional and clean in appearance, both inside and out
- Supervise and create accountability through performance management against objectives to build motivation and commitment
- Ensures audit controls are followed to protect the bank from unnecessary risk and exposure
- Plans and participates volunteer activities for self and Team
- Creates Team schedule; manage and approve timekeeping
- Builds and maintains Team through onboarding and exit process
- Complete vault duties, including buying/selling currency, balancing ATM

Competencies

- Building Relationships.
- Problem Solving.
- Conflict Resolution.
- Employee Engagement and Development.

Education and Experience

- High school diploma or equivalent required.
- 2 years' related experience preferred.