



Assistant Branch Manager – Cambridge

Full Time

TCTFCU is interviewing for an Assistant Branch Manager in our Cambridge branch. The ABM acts as integral member of the Branch Management Team in directing and administering branch office activities that support TCT's philosophy of "Member First" service. Foster a team environment where all team members are encouraged to develop to their highest potential through training and coaching. Perform and assist our members in their account transactions, loan applications, and new accounts. Provide backup in resolving staff related issues as well as member problems within established policies and guidelines. Assist in encouraging a team environment with regards to work, decisions, and cross-training efforts. Share accountability for the overall performance and operational efficiencies of the branch and any other duties as assigned.

Applicants must have:

- Education/Certifications:** High School education or GED, demonstrated credit union/banking experience. NMLS Registration preferred
- Required Knowledge:** Thorough knowledge of credit union services and products. Clear understanding of all CU operations and functions. Knowledge of legal and regulatory requirements.
- Experience Required:** 3-5 years of increasingly responsible Credit Union experience. Experience in both the lending and deposit side of branch operations. A skilled mentor.
- Interpersonal Skills:** Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the organization, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.
- Skills and Abilities:** Good listening and telephone skills; able to operate a calculator, and computer keyboard; able to make decisions with minimum information; good written communication skills (text, email).

TCT Federal Credit Union offers a competitive salary and benefit package in a relaxed, but professional work environment. If you meet the above qualifications and would like to be considered for this position, please send your **resume** along with a **cover letter & salary requirements** to:

TCT Federal Credit Union
Attn: Human Resources
416 Rowland St. Ballston Spa, NY 12020
Or email to jobs@tctfcu.org
Or Fax to: 518-288-3751