

## Career Opportunity Bulletin

Date: Oct 2,2024

Position: Assistant Branch Manager

Type: Monday – Friday 8:30am – 4:30pm

Location: GTA King St. location

Reporting To: VP Operations

### Grow with us

We are looking for an **Assistant Branch Manager** to join our successful team in the GTA. Comtech Fire is a growing full service financial institution with six branches, over \$500 million in assets under management and more than 12,000 members across Ontario. Our credit union has been growing strong for 80 years; our history and experience in the Communication & Technology and Fire Services sectors has provided us with a strong and loyal membership base. Now with open membership, we are committed to providing financial advice and products in a personalized relationship driven environment. We are small enough to know our members by name and large enough to provide financial products & services that are comparable to larger financial institutions.

### Your opportunity will have you:

- Assist and support all branch operational and human resources functions as required.
- Support GTA branch locations as required.
- Contribute to the success of the Credit Union by creating member loyalty and providing member service excellence.
- Anticipate and determine the needs of members. Transact request or refer the member to the suitable service area.
- Identify and generate sales opportunities; cross sell all Credit Union products and services and participate in sales programs, telemarketing and initiatives to attain individual, branch and organizational goals.
- Maintain branch treasury and cash levels.
- Assist member service staff with member inquiries.
- Assist with creating and maintaining a supportive environment and addresses performance problems quickly and effectively.
- Assist with setting specific goals for service results and help employees by coaching and developing action plans to reach goals.
- Effectively build and maintain teamwork and is a role model of all expected staff behaviors.
- Assist with monitoring branch compliance with risk management.

### Qualifications:

- Post secondary education with emphasis in business, and or financial planning
- Three to five years of financial services experience
- Three years of proven management or supervisory experience
- Three years of sales, service and administration experience and two years consumer lending

## **The Comtech Fire offering**

We believe in fostering a culture where you stay and build your career, and where your work-life flexibility is supported and encouraged. As a successful and growing organization, we can offer competitive wages, an excellent benefits package and a positive and professional work environment. We embrace diversity and inclusion and value the uniqueness every individual brings to our workplace, where being your whole-self enriches our member and employee experience.