

Career Opportunity Bulletin

Date: Dec 20, 2024

Position: Branch Manager

Type: Full-Time

Location: Ottawa

Reporting To: VP Operations

Grow with Us:

We are looking for a **Branch Manager** to join our successful team in Ottawa. Comtech Fire is a growing full service financial institution with six branches, over \$500 million in assets under management and more than 13,000 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:

Lead branch operations and create an environment that drives performance for our Ottawa location. As a member of the management team, the Branch Manager also plays an integral role in community development activities.

In this role:

- Lead, coach and develop employees to deliver a superior member experience.
- Grow the branch's retail deposit, lending, and wealth management portfolios.
- Implement marketing plans and deliver annual product and service campaigns.
- Prepare, monitor, and report on annual branch operating budget and goals.
- Ensure compliance with credit union policies, regulations, and direction.

Your skills and experience:

You are an excellent communicator and problem solver. You are positive, reliable, and ethical. Your decision making, time management and organizational skills are top notch.

Your qualifications include at least 5 years' related work experience, extensive retail lending experience and a minimum of 3 years' experience in a branch management role or equivalent. You have sales coaching experience and proven business development skills with the ability to negotiate terms and

conditions. In addition, you have completed business training at the post-secondary level, including management programs. Complementary skills and experience include completion of a business-related degree, and or CFP designation. Work experience over formal education will be considered.

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.