Title: Branch Manager

Reports to: CEO

**FLSA Status:** EXEMPT

**Job Summary:**

Under the direction of Senior Management, the Branch Manager is responsible for planning, directing and controlling the operation of the loan production and working in conjunction with the Director of Marketing to establish marketing functions of the branch.

Specific Responsibilities:

* Develop and implement strategies to generate loans from the following sources:
* Real Estate Companies
* Builders
* Relocation Companies and
* The Public
* Recruit, hire & train and supervise Loan Officers and individuals involved in the loan production functions. Develop compensation and incentive programs for production staff.
* Develop and conduct mortgage finance training programs.
* Work in conjunction with the Director of Marketing to establish marketing materials to be used by loan officers
* Participate with Senior Management in the development of financial products to be marketed.
* Submit management and financial reports as required.
* Perform other tasks as assigned by supervisor

Job Requirements:

* Minimum of 4 years College. At least 10 years of experience in Sales or Sales Management. Strong written and verbal skills required. Licensed to originate loans.

**Physical Demands:**

While performing the duties of this job, a person is regularly sitting in a normal office environment at a

desk using a computer, phone, fax and copy machine. This person may occasionally need to lift up to 20

pounds.