

## Employment Opportunity Announcement

**Position:** Branch Manager

**Department:** Arlington Financial Center, Arlington, Tennessee

**Date Announced:** February 19, 2020

**Deadline for Receipt of Request Forms:** February 26, 2020

**Position Description:** Branch Manager position for Arlington Financial Center is primarily responsible for overseeing all branch activities including the day-to-day focus on sales. Responsible for individual and team solicitation deposit accounts and other banking services. Work is varied in nature with changing priorities. Incumbent applies advanced knowledge of banking to work performed. Ensures that the Bank's mission statement is enacted and followed by all employees. Ensure that the financial center environment is customer centric and service standards are followed. Works under minimal supervision and in compliance with established policies, procedures and regulations. Timeliness of work is crucial. Embrace and implement "Welcome Home" experience as you interact with external and internal customers.

**Qualifications:** Bachelors degree in accounting, business administration, or related field preferred. A minimum of three to five years of banking and management experience preferred. Must demonstrate leadership abilities, including self-motivation, resourcefulness, creativity and attention to detail. Ability to be a team player and encourage team building, understand the importance of customer service and serve as a role model and set the pace for fellow teammates. Excellent verbal communication skills are essential as well as reading, writing, and listening skills. Basic organization, multi-tasking, and problem solving skills are needed along with the ability to work well and remain calm under pressure and meet deadlines. Strong computer skills including Excel spreadsheets capabilities.

**Working Conditions:** Available to work Monday thru Thursday 8 am – 5 pm; Friday 8 am – 6 pm. Timeliness of work is crucial to meet customer needs. Team atmosphere.

**Application Procedure:** Interested employees may obtain an Employment Opportunity Request Form from the Human Resources Office. Completed forms must be submitted to the Human Resources Office no later than 4:30 pm on 02/26/2020. All interested employees will be notified of the disposition of their requests.

**Wage Level:** \$38,000 to \$55,000 plus incentive compensation

**EEO/AA/M/F/VETS/DISABILITY**

**First Citizens National Bank**  
***"Employee Owned Community Bank"***