



COMMUNITY

Work with us!



shop local, bank local, live local

ABOUT US

Community Credit Union of Cumberland Colchester Limited is a co-operative, full service, financial institution with branches in both Truro and Amherst, Nova Scotia.

With a focus on community growth and financial empowerment, we are more than just a bank. We provide exceptional financial products and offer a wealth of knowledge through our staff and partners, but success is also defined through strong bonds with our membership, our communities and in joining together to enhance the financial skills and understanding of each person who walks through our branch doors. This guidance allows our members to make the best financial decisions for themselves, their families, and their businesses.

At Community, we value the power of diversity, equity, and inclusion within our team and with the relationships we have with our valued members.

Applications from candidates who have been historically disadvantaged and marginalized, including Indigenous peoples, black, racialized, a person with a disability, and 2SLGBTQ+ are encouraged to apply.

communitycu.ca





We have a full time, permanent position available for an **Assistant Branch Manager** with us in **Truro, Nova Scotia**. Reporting to the Branch Manager, the Assistant Branch Manager is responsible for managing the activities of employees by coordinating the operations, business development and retention efforts of the credit union by delivering quality financial products and services to current and prospective member-owners. The incumbent will provide effective leadership to champion the staff in the delivery of branch growth, profitability, business development and retention, as well as member-owner satisfaction.

ROLES AND RESPONSIBILITIES

- Assist with managing overall branch function including both deposit and loan portfolios
- Collaborate with the Branch Manager to develop and implement the annual business development strategy, ensuring alignment of employee initiatives with credit union strategic objectives, focusing on service, growth, and key areas outlined in the business plan
- Supervise market area and analyze competitive dynamics to identify promising segments and opportunities for growth in loans and deposits
- Remain up-to-date on any changes in the deposit and credit granting fields, including government regulation, technological advancements, consumer needs and preferences, and product offerings and services from other financial institutions
- Provide support in evaluating loan applications and appraising credit risk for applications endorsed by lending staff
- Assist with the oversight of delinquency control and branch collections activities
- Uphold a positive branch image by implementing secure financial practices, maintaining cleanliness, ensuring safety measures, and creating a welcoming atmosphere for members, prioritizing privacy, confidentiality, and user-friendly facilities.
- Support the Branch Manager in effectively managing staff by handling recruitment, training, workload coordination and performance reviews.
- Ensure branch compliance with audit and security standards, policies and procedures, and loss prevention measures
- Complete other projects and duties as assigned



SKILLS AND EXPERIENCE

The Assistant Branch Manager will have successfully completed a Bachelor's Degree with an emphasis in Business or Commerce plus have a minimum of five years relevant experience, including 2-3 years supervisory experience, in a financial institution; or equivalent combination of training and experience in credit management.

EMPLOYEE BENEFITS

We offer an excellent benefit and compensation package including extended medical, employer matched pension plan, staff banking rates, paid vacation and sick time, professional development opportunities, paid STAT holidays and on-site parking.

WE'D LOVE TO HEAR FROM YOU

If you wish to apply for this position, please forward your cover letter and resume to Georg Oberprieler at goberprieler@community.creditu.net. This position will remain open until filled.

Only candidates who have been selected for an interview will be contacted.