

Branch Associate

Description: MISSION: Deliver an exceptional customer experience while uncovering sales referral opportunities. Perform a variety of duties involving paying out, balancing and receiving transactions within assigned delegated authorities. Responsible for handling cash, deposit transaction and daily work balancing. Participate in all the banking center sales and service activities.

RESPONSIBILITIES: Perform all paying and receiving functions within delegated authority levels. Serve as the primary customer service personnel in the branch. Make sales referrals to Financial Sales Advisor, Preferred Relationship Manager, Assistant Branch Manager, and Branch Retail Executive. Answer general branch telephone inquiries and refer to appropriate channel if needed. Be actively involved in the migration of transactions to self-service channels. Make risk assessments on transactions based on delegated authorities. Support the branch team by obtaining referral goals and participate in targeted sales campaigns.

Requirements:

High school diploma or GED. Some customer service and cash handling experience. Must display a friendly and helpful attitude and have the ability to interact positively with customers and co-workers. Must be able to perform basic mathematical calculations. Must be able to exhibit attention to detail. Must demonstrate the ability to learn and apply procedures. Must have a focus for sales. Must have keyboarding skills.

To apply or for more information on this job, please visit our website at www.bbvacompass.com/careers for a complete list of open positions in your community. Should you have any questions or need additional information please feel free to contact Joe Perez at either joe.perez@bbvacompass.com or 972-705-4215

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