

Posting Date: July 30, 2019
Position: Full-Time Retail Branch Operations Coordinator
Reports to: Retail Branch Ops Manager
Location: Lubbock, TX



Summary of Primary Duties/Responsibilities:

Vista Bank is currently seeking an experienced, full-time Retail Branch Operations Coordinator for our Lubbock Operations Center. A Retail Branch Operations Coordinator is responsible for operational assistance and assurance in accordance with bank policies and procedures. The position duties/responsibilities include:

- Works closely with the Retail Branch Operations Manager and Corporate Trainer to fulfil the daily requirement needs in order to continually improve branch performance
- Performs in branch inspections to ensure operational effectiveness in accordance with bank policy and procedures
- Manage and monitor various reports related to branch productivity
- Operational assistance with the Branch Review processes
- Provides operational guidance and support to team members as outlined by the bank
- Communicates and implements changes to policy and procedures
- Understand and deliver business strategies and improve branch performance
- Take ownership of issues and concerns, including working with other team members
- Responds to team member questions and resolves problems while providing excellent customer service
- Stays informed regarding bank policy and procedure changes
- Recording and retention of multiple files and documents
- Compliance with all company and banking regulations
- Help to maintain training manuals and materials
- Assist Corporate Trainer with training new and existing team members
- Being highly skilled at the presentation of products and information

This Position requires:

- High School diploma or equivalent
- College Degree preferred
- Minimum of 2-3 years of related work experience
- Extensive knowledge of branch operations and regulatory requirements
- Strong verbal and written communication skills
- Excellent organizational skills and time management
- Proficiency with Microsoft Office and personal computers
- Ability to multitask and work efficiently under pressure in a fast-paced environment
- Positive attitude and great work ethic
- Great analytical, logical, and reasoning skills
- No visible tattoos or body piercings except conservative ear piercings
- Must meet minimum credit standards and pass a criminal background check
- Only applicants that have consented to a background and credit check will be considered

Vista Bank offers a competitive benefits package including paid bank holidays.

Contact any Vista Bank location for an application.

Completed applications can be delivered in person to 4621 50th St, Lubbock, TX or by fax to (806) 687-4742, Attn: HR

Please direct inquiries to our HR Department at hr@vistabank.com.

VISTA BANK IS AN EQUAL OPPORTUNITY EMPLOYER OF WOMEN, MINORITIES, PROTECTED VETERANS, AND INDIVIDUALS WITH DISABILITIES