



In your best interest.

# QUAINT OAK BANK

## Office Manager

**Quaint Oak Bank is hiring an experienced Office Manager for their Delaware Valley Regional Banking office.**

Join a growing organization that offers excellent opportunities for career growth, a team atmosphere and a competitive benefits package.

**Position Summary:** Primary responsibilities include building the Bank's presence in the community, establishing a sense of customer loyalty as well as growing consumer and business relationships.

### Duties and Responsibilities

- Build the Bank's customer base by maintaining current customers as well as identifying new customers
- Lead the office in achieving established growth goals
- Thorough understanding of the Bank's products, i.e. IRAs, savings and checking accounts
- Cross-sell the Bank's products and services
- Provide exceptional customer service and resolve any service issues
- Establish and maintain operational requirements for risk related issues
- Ensure compliance with operational and security policies/procedures, preventing fraud and protecting customer assets
- Demonstrate good risk management decisions
- Competitive awareness of the market
- Ongoing training and development of personnel in all areas
- Office Managers have direct reporting responsibility for staff
- Responsible for general office management
- Actively participate in community events
- Additional duties as needed

### Education & Skills

- Bachelor's degree or five years' relevant experience
- Minimum two years' managerial experience with demonstrated ability to lead and manage
- Solid computer skills
- Excellent communication and interpersonal skills
- Strong organization and time management skills
- Knowledge of Business Banking products and relationship management
- Professionalism
- Notary a plus

Quaint Oak Bank [and/or its subsidiaries] is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, citizenship status, age, sex, sexual orientation, marital status, national origin, disability or handicap, or veteran status.