



## ***JP Morgan Chase***

**123 Money Blvd.  
Fort Wayne, Indiana 46803  
(260) 422.0123**

### **JOB DESCRIPTION: Assistant Branch Manager - Pine Valley**

Combine your operational expertise and managerial talent to excel as an Assistant Branch Manager at Chase. As a part of JP Morgan Chase, a leading global financial services firm, Chase has over 2500 branches where our Assistant Branch Managers manage critical operational functions and help the branch run smoothly & efficiently for our customers.

Some of the critical operational functions you'll manage as an Assistant Branch Manager include loss control, compliance, customer retention and audit standards. You'll also have the rewarding opportunity to supervise, coach and develop a team of Tellers, Senior Tellers and Lead Teller(s) regarding policies, procedures, products, systems, and banking transactions. Additionally, you'll work with this team to provide an optimal customer experience and identify referral opportunities.

Successful Assistant Branch Managers have knowledge of branch operations, paying and receiving transactions, regulatory compliance, and internal policies and procedures. You'll use these skills daily to help run the branch and act on behalf of Branch Manager in his or her absence. You'll also use interpersonal, verbal and written communication skills to effectively uncover and resolve complex customer and employee issues you may face.

If you're interested in working in an environment where leadership, excellence, integrity and diversity are among our core principles, then explore the opportunities at Chase. Further information about careers at Chase can be found on our website:  
[www.jpmorganchase.com](http://www.jpmorganchase.com)