



Job Title – Retail Branch Manager

Location – Clayton

Midwest Regional Banking is seeking a Retail Branch Manager for our Clayton location. We are looking for an exceptional leader to manage the Clayton retail staff and run the day-to-day branch operations. This position requires knowledge of federal and state banking regulations, as well as our bank's internal policies and procedures. Our Clayton Branch Manager will advise and oversee all retail branch employees, creating a supportive and productive environment. Daily responsibilities include overseeing branch activities, establishing sweeps and merchant services, processing maintenance items, reviewing daily reports, and assisting with peripheral services.

Key Duties include:

- Assist with customer service to ensure overall customer satisfaction
- Prepare financial statements for the branch.
- Manage employees and lead day-to-day responsibilities
- Recruit and interview new employees
- Oversee branch reporting
- Grow our business and customer base

**Minimum Requirements:**

High School diploma or equivalent  
3-5 years customer service experience  
3+ years financial service and cash handling experience  
1 year management experience  
Strong attention to detail  
Organizational skills  
Leadership acumen  
Ability to work Saturdays

**Preferred Knowledge and Skills:**

Associates degree and/or equivalent work experience  
Strong written and verbal communication skills  
Ability to resolve complex customer or employee-related issues  
Ability to quickly learn procedures, products, policy and bank regulations  
Proficiency using banking systems and platforms  
Basic math and accounting skills

**Why Midwest Regional Bank?**

Known as The Bank of "Tradition and Progress," Midwest Regional Bank provides outstanding customer service and maintains a strong commitment to the communities we serve. As a community bank, we make all decisions locally and encourage our employees to bring new and innovative ideas to our daily processes. With seven area retail centers, we offer sustained growth and long-term career opportunities.

*Midwest Regional Bank is an Equal Opportunity Employer. All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening.*

**Please send your resume to [rhurston@mwregionalbank.com](mailto:rhurston@mwregionalbank.com) or stop in the Clayton Branch to fill out an application.**