

Job Description

Job title	Branch Manager	Location	Hinthada & Danuphyu Branches
Status	Permanent	Working hours	8:30-17:30 Mon-Fri
Department	Operations	Contact	waiyan@the-asgroup.com.mm
Salary	Negotiation	Reporting To	Senior Operations Manager

Summary

We are looking for a Branch Manager for Hinthda & Danuphyu Branch Ayeyarwaddy Region, who is keen interesting in Microfinance field and can support to organization.

Roles and Responsibilities

- Opening & closing related operations of the branch
- Managing branch movable & immovable assets
- Ensure the branch operation is executed properly in a timely manner by following the KPI
- Ensure the branch operation is complying with the policy and management instructions
- Handle branch operation rooted complaints and frauds
- Report, support, and propose to direct boss in timely manner
- Any other sales & branch control department related task and assignments
- Develop and execute work plans for the branch according to ASG's strategic goals and business plans in coordination with the headquarter
- Train, coach, mentor and supervise branch staff and ensure effective and efficient team development
- Monitor the branch's marketing KPIs and from time to time as instructed by ASG
- Join discussions with the other staff on developing marketing strategy, solving customers' issues, assessing loan applications
- Keep office safe box key and ensure its security. At the same time, check cash balance in safe and cash book balance
- Check daily income and expenses and cash flow of the branch
- Make sure that all important documents, both in soft copy and hard copy are kept safely and that information is appropriately inputted and protect in the MIS
- Prepare monthly FRD operational reporting summaries in collaboration with Accounting and Cash Manager and Assistant Accounting and Cash Manager
- Consult with branch staff for necessary advice on operations, reports, monitoring and evaluation training and other related matters

- Check reports prepared by the branch staff and provide it in a timely matter to related departments
- Follow and implement other ASG policies and procedures from time to time at various levels of operations in the branch

Job Qualifications and Requirements

- Minimum bachelor's degree
- 5-year minimum experiences with Branch Management in MIF industry.
- Good interpersonal skills to develop positive working relationships
- Good knowledge and experience in MFI industry
- Advanced data management skills (Microsoft access or other data transformations skills)
- Advanced computer skills on MS Office, Accounting Software (Musoni preferably) & Databases
- Advanced skills of business intelligence tools
- Knowledge and theory in project management and system implementation
- Good in English Language Skills (reading, writing, listening and speaking)
- Ability to maintain professionalism in a fast paced and busy environment
- Analytic skill in microfinance operation processes
- Detail orientated

Additional information

- Team player and cross functionally
- Being honest and responsible in personality
- Leadership and management skills
- Being able to work onsite with projects in varying locations
- Analytic skill in microfinance operation process