

## **Management Trainee (Master's)**

### **SUMMARY:**

Gains knowledge and experience required for promotion to management positions under direction of experienced personnel.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Receives training and performs duties in several departments such as Lending and Collections, Credit Card, Customer Services, Accounting, Data Processing, to become familiar with line and staff functions, operations, management viewpoints, and company policies and practices that affect each phase of business.
- Observes experienced workers to acquire knowledge of methods, procedures, and standards required for performance of departmental duties.
- Is assigned to different departments during the training period and is directly accountable to the Departmental Manager during the assignment.
- It is assumed that Master's-prepared trainees will progress through the organization's training program and assume positions of technical complexity and/or responsibility more rapidly than Bachelor's-prepared trainees.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)