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| POSITION | BRANCH MANAGER |
| DEPARTMENT | RETAIL |
| JOB LEVEL | |
| REPORTS TO | OPERATIONS MANAGER |
| AREAS OF RESPONSIBILITY | Sales Targets, Inventory Control, Customer Handling, Planning, Organizing, OPEX |
| Functional Responsibilities | <ol style="list-style-type: none"> 1. Attains branch monthly sales targets both for units and parts. 2. Conceptualizes and executes sales plans and programs . 3. Manages problems/situations encountered in the area that would affect sales. 4. Manages customers concerns and issues. 5. Manages operational expenses of the branch. 6. Develops dealerships for spare parts. 7. Coordinates with Customer Service Department for service and warranty. 8. Monitors competitors movement with regards to pricing, promotion, distribution, marketing activities and defects. 9. Establishes relationships with government officials, business networks for potential sales opportunities. 10. Manages performance of branch staff. 11. Evaluates situation and effectiveness of countermeasures against competitors. 12. Conducts interview, recommends staff for hiring. 13. Coaches and provides career development for staff. 14. Responsible for staff scheduling of rotating day-off, back up for absent employees. 15. Directs staff in the development, analysis and preparation of reports. 16. Complies with 5S office standards. 17. Uphold the company credo. |
| | <ol style="list-style-type: none"> 1. Graduate of any Business or Management Course . 2. Business , product and service knowledge 3. Customer Handling Skills 4. Basic Selling Skills 5. Planning, Leading. Organizing and Conceptualizing skills. 6. Ability to read and interpret accounting and financial reports. 7. Willingness to work in flexible schedules. |