



JOB DESCRIPTION

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| Position: | Assistant Branch Manager |
| Date: | August 2014 |
| Reports to: | Branch Manager |
| Overview: | In the absence of the Branch Manager, assistant branch manager is expected to fill in overseeing the daily operations of the branch. |

Areas of Responsibility:

- Assistant Branch Manager is to work offsetting hours to the Branch Manager so that there is management coverage at all times at the branch.
- Assisting the manager of the branch in the daily operations of the business
- Assuming managerial duties when the manager is not available
- Reporting the details about everyday functions of the business to the manager
- Reporting customer and employee concerns and queries to the manager
- Studying and evaluating the operations of the company and make recommendations to the manager in order to improve the business
- Assists the manager in formulating plans and strategies regarding the working of the business
- Participates in hiring and training employees
- Should lead by example. Have a positive attitude.
- Creates a team environment.

Job Requirements:

- Product Knowledge
- Minimum 3 years related experience
- Sound knowledge about the functioning of the company
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail
- Good leadership and decision making skills