

Job Description

Job Information	
Job Title	Assistant Branch Manager
Business	Buildbase
Working Hours	44.5 hrs per week
Reports to	Branch Manager

Job Summary

The role of an Assistant Branch Manager is to support the Branch Manager in maximising branch profits through effective sales.

- Typical Tasks & Activities**
- Working with the Branch Manager to actively increase sales opportunities for new, lapsed and existing customers
 - Being the main point of contact in the branch in the absence of the Branch Manager
 - Controlling the branch stock via deliveries and the timely return of faulty / damaged goods and ensuring up to date accurate stock records
 - Motivating the team to achieve branch targets
 - Reviewing financial reports, dealing with any queries which may arise
 - Providing on the job training, guidance and coaching to all team members of the team
 - Promoting good housekeeping within the Branch, Yard and Warehouse to provide a safe place for all members of staff and customers
 - Actively safeguarding company goods and property from theft or damage
 - Assisting the Branch Manager in a twice yearly stocktake
 - Any other duties as required by the business

Skills & Experience	
<p>Essential:</p> <ul style="list-style-type: none"> • Strong sales experience • Experience of working in a Sales orientated role • Have great Customer Service skills • Great planning and organisational skills 	<p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience of working in a Builders Merchants • People management experience would be an advantage • A Drivers Licence

Our Winning Ways

We have 6 Winning Ways, here's how they relate to this role-

Know Your Stuff - Understand our products and encourage the rest of the team to keep their knowledge of the industry up to date

Don't Walk Past a Problem - Make your branch a safe place to work

Find a Better Way - Encourage the branch team to share ideas

Build Trust – Keep your word and deliver on your promises

Team up and Beat the Competition – Encourage the team to work together

Be our Customers' Favourite – Go the extra mile for your customers