

Job Description

| Job Information | |
|----------------------|--------------------------------------|
| Job Title | Branch Manager |
| Business | Buildbase |
| Working Hours | 44.5 hrs per week |
| Reports to | Regional Manager / Regional Director |

Job Summary

The role of a Branch Manager is to achieve outstanding performance in your branch, this includes both driving customer sales and developing brilliant people.

- Typical Tasks & Activities**
- Your role as Branch Manager will typically include:
- Ensuring your customers receive brilliant customer service
 - Managing your team well to get the best out of each person
 - Building on branch sales and profits
 - Having overall accountability for making sure that the branch maintains high operating standards
 - Generating new customers
 - Training your team, and ensuring their product knowledge is relevant and up to date
 - Managing your stock effectively and properly utilising your vehicles
 - Ensuring all mandatory training is completed and our branch is a safe place to work
 - Managing and co-ordinating the branch stocktake twice a year
 - Any other duties as required

| Skills & Experience | |
|---|---|
| <p>Essential:</p> <ul style="list-style-type: none"> • Experience of working in a similar environment, ideally a Builder's Merchants • Experience of managing a team • Strong relationship building skills, with experience of dealing with a wide range of customers | <p>Desirable:</p> <ul style="list-style-type: none"> • Experienced in receiving monthly P&L's |

- | | |
|--|--|
| <ul style="list-style-type: none">• Experience of working in a target driven environment• Great planning and organisational skills• Full Drivers licence | |
|--|--|

Our Winning Ways

We have 6 Winning Ways, here's how each one relates to this role:

Know Your Stuff - Ensure your staff are fully trained and are experts in their own field

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

Find a Better Way - Encourage the sharing of ideas in our team to come up with innovative ideas

Build Trust - Deliver on your promises

Team up and Beat the Competition - Motivate and manage your team effectively to ensure they all work as a first-class team

Be our Customers' Favourite - Ensure the branch is the branch of choice in your local area