

JOB TITLE: BRANCH MANAGER - WOLVERHAMPTON**MAIN PURPOSE OF JOB:**

Responsible for implementing and maintaining Health & Safety and all company processes and operations to ensure maximum profitability, purchasing and stock control. Be able to manage key customers, develop a skilled team within the branch and motivate them to achieve the highest level of customer service.

RELATIONSHIPS**RESPONSIBLE TO:**

Commercial Director

LIAISON WITH:

Company Directors, Senior Management, Head Office Support Team, Branch Managers & Customers.

MAIN TASKS OF JOB:**RESPONSIBILITIES**

1. Maintain the required level of sales & profit to deliver growth and branch stability.
2. To maintain a safe working environment and to follow the company Health and Safety policy and procedures.
3. To follow all instructions conveyed by the company directors and appointed HR & H&S Partner.
4. To report any incidents that occur to your line manager.
5. To report any unsafe machinery or equipment supplied in the interest of H&S to your line manager.
6. To undertake tasks within the branch to maximise efficiencies and company profit margin.
7. Manage, motivate and develop staff within your designated branch.
8. To comply at all times with the company's Health and Safety Policy and Safe Systems of Work.
9. To wear, take care of and appropriately house the Personal Protective Equipment (PPE) provided by the company.
10. Not to undertake any work activity that you have not been trained for.

Undertake the following duties:

1. Interacting with customers, understanding their requirements and providing them with the necessary products and services.
2. Ensuring the proper billing and procurement of payment for the product.
3. Attending telephone enquiries and giving necessary details to customers and taking orders.
4. To obtain good all-round knowledge of company products and to Giving customers all details regarding the available products.
5. Ensuring the proper storage and replenishment of all inventory stock and special items.
6. Keeping a record of the entire inventory and reporting any loss of damages to your line manager.
7. Assisting in filling purchase orders and other related documentations.
8. Keep track of customer credit.
9. Manage a number of projects at any one time and may be interrupted frequently to meet the needs and requests of customers and staff.

You may be required to perform other duties that may be reasonably expected of you within the company. Amendments may be made to your job description by agreement from time to time in relation to our changing needs and your own ability.