

Assistant Branch Manager (\$10 - \$25 million)

SUMMARY:

Reports to Branch Manager and assists in the operation of the branch office. Specific operational and customer service activities as delegated by the Branch Manager, including direct supervision of the Branch Staff, as may be determined from time to time. Assumes full responsibility for the operation of the branch during any absence of the Branch Manager.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Develops plans for efficient use of materials, machines, and employees.
- Reviews production costs and product quality, and modifies production and service delivery methods to maintain and enhance profitable operation of branch.
- Reviews rates and services of competing organizations. Recommends programs and services to retain existing customers as well as develop new markets.
- Directs the preparation of branch reports and schedules required by Head Office or regulatory agencies.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)