

## Branch Manager |Service

**Company:** JOBsmith

**Location:** Wellington, Wellington

**Type:** Full time, Permanent

**Pay and benefits:** Company Vehicle + Salary

**Listed:** Wed, 22 May

**Your reference #:** BranchM

Branch Manager

Service Industry

- Well respected world leader in their field;
- Passionate about Health & Safety and Quality;
- Ideal role for someone who's ready to 'step up' into Branch Management

Contribute to ongoing success and quality driven service delivery of this well respected industry leader.

Accountabilities:

- Financial responsibility and day-to-day operational management of the Branch and service technician as laid down by the Southern Region Manager.
- Management and day to day use of computerised accounting system, with emphasis on invoicing, stock control, sales reports and debt recovery.
- Monthly reporting.
- Monitoring and maintenance of minimum stock levels.
- Maintenance of a clean, tidy, safe and secure Branch/service division.
- Ensuring the timely execution of all servicing of equipment and carrying out this work in the absence of the Service Technician, as well as assisting with same during busy periods.
- Executing effective and accurate stock counts as required.
- Administrative duties as required to ensure the efficient and effective day to day running of the Branch.
- Provision of 24 hr service to customers.
- Establishing and maintaining customer relations in a professional and positive manner that best reflects the interests of company and the customer.
- The undertaking of any other duties reasonably requested by the Southern Region Manager in order to assist in the smooth running of the Branch in general.

To be successful in this role you will:-

- Excellent communication and customer service skills.
- Ability to work within guide lines and best practice, set down in the companies Quality Manual.
- Ability to work unsupervised.
- Demonstrate good practical and technical skills and initiative.
- Flexibility with hours of work.
- Clean driver's licence – car.
- Servicing experience.

This is a fantastic opportunity offering job security for your future.

To apply for this opportunity, please submit your up to date cv.

If this role isn't quite what you are looking for, feel free to contact us and tell us what you are looking for.

The majority of our vacancies are posted on our own job board / website at:-  
[www.jobsmith.co.nz](http://www.jobsmith.co.nz)

It is highly recommend you visit our website if you have not already done so.

Applicants for this position should have NZ residency or a valid NZ work visa.