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# Example of Branch Manager Job Description

Our innovative and growing company is hiring for a branch manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for branch manager

* Handle all personnel issues, to include hiring and terminating of employees
* Developing and maintaining sales plan for the branch
* Developing and implementing sales/marketing plans
* Developing and managing vendor and customer relations
* Managing the implementation of the sales strategies and tactics
* Recruiting, hiring, and training sales employees
* Developing and motivating branch employee performance
* Communicate and reinforce the corporate vision at the branch level
* Developing new and existing business to its full potential by spending 50% of time establishing customer contact, focussing on sales development, and delivering customer and contract satisfaction
* Carry out other duties as defined by immediate supervisor within the capabilities of the jobholder

## Qualifications for branch manager

* 1 year experience in a supervisory capacity
* 2 to 3 years P & L experience
* May manage subordinate supervisors who supervise employees through the branch
* Excellent communication skills (verbal, non-verbal, written)
* Ability to read, analyze, and interpret balance sheets
* Ability to effectively present information and respond to questions from groups of managers, staff, customers, and the general public