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# Example of Branch Operations Job Description

Our company is looking to fill the role of branch operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for branch operations

* Reviews sales and operation performance each month and reports findings to Branch Manager and/or Houston
* Responsible for manufacturing area safety, health and environmental policies and procedures implementation
* Work with Manufacturing Management, Quality Management and Customer Service Representatives to review Customer specifications for improvements
* Manage the service and projects organization for the fire protection systems group
* Coordinate the activities of service technicians and subcontractors in the completion of service related tasks
* Communicate with customers, vendors, suppliers, and subcontractors to facilitate the completion of required tasks
* Track and control costs as they relate to any specific project or service activity in support of companies gross margin objectives
* Take corrective actions when costs are out of line with projected targets
* Train and develop personnel reporting to this position
* Responsible for conforming to and ensuring associates are knowledgeable and conforming to the company’s quality system and safety policies

## Qualifications for branch operations

* Bachelor’s Degree in related Science preferred
* Ability to work independently and deal effectively with other related departments
* Able to initiate and maintain strong relationships with renters
* Some loan funding experience preferred
* High School Education with at least either 3 years comparable retail experience or three years branch experience at the ABM level or higher
* Excellent time management, verbal, and communication skills required