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# Example of Branch Sales Manager Job Description

Our growing company is hiring for a branch sales manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for branch sales manager

* Plan and maintain a schedule of key account visits to build rapport
* Maintain contact with all sales personnel and distributors at least twice weekly
* Direct sales activities of the branch
* Conduct, personal appearance and attitude to enhance the company`s reputation
* A team leader, but with Individual Flair
* Computer literate with experience of Microsoft and Outlook
* Conduct, personal appearance and attitude to enhance the company`s reputation - Exceptional communication skills at all times
* Accountability for delivering of both individual, and collective as a team, all branch objectives including profitability, improved market share and increased group value - Professionally dealing with clients and customers in all aspects of estate agency, including market appraisals, property listings, sales progression and negotiations ensuring that this is in line with company sales process
* To abide by service standards and all legislation - Maintain all aspects of the marketing of new and existing properties on the tablet
* Key to our ongoing client care you will ensure that client brochures are maintained and updated as necessary including all text, floor plans, photograph and price changes

## Qualifications for branch sales manager

* Ensure sales targets are met and exceeded
* Manage a business strategy to grow revenue and profit sales
* Align and maintain technology vendor partners in market
* Ensure marketing campaigns are executed to drive sales growth
* 3+ years’ recent VAR or LAR industry sales experience as a Manager
* Self-motivated, highly driven, ability to take initiative and manage a team effectively