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# Example of Branch Service Manager Job Description

Our innovative and growing company is looking for a branch service 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 service manager

* Dispatch management activities
* Technician scheduling activities
* Ethics Compliance – ensuring the Branch complies with all aspects of the JCI Ethics Policy
* Work Order and Field Quote activities
* Time & Expense Claim review activities
* Billing & Collections activities
* Customer issue escalation & resolution activities
* Part inventory & availability management activities
* PSA Renewal Activities
* L&M Pipeline Management Activities

## Qualifications for branch service manager

* Strong sales and service track record and the ability to communicate effectively with management and clients
* Tertiary qualifications in business or engineering and relevant industry experience of 10 years
* Service industry experience with expertise in technical services
* Performs all business activities with integrity and the highest ethical standards
* Drives accountability, inspires, develops and builds teams
* Excellent influencer at all organizational levels, including the ability to develop credibility and trust quickly with senior managers/decision makers (internal & external)