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# Example of Branch Supervisor Job Description

Our growing company is searching for experienced candidates for the position of branch supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for branch supervisor

* Communicate KPI’ s and improvement plans to the branch on a regular basis (minimum of monthly communication expected)
* Lead by example by guaranteeing you & your team provide the highest standard of customer service at all times, exceeding customer expectations
* Responsible for ensuring as a minimum requirement that all SLA’s for National & major local accounts must be met at all times
* Expected to escalate any work performance issues in a timely manner to the Regional Operations Manager
* Ensure all inventory is bin located to shelf level and regular checks must be made
* Expected to identify initiatives to improve the rate the branch sells / disposes of SLOB stock
* Responsible for all aspects of branch security & must monitor branch compliance with all Credit & COD control procedures in line with Company policy
* Completes daily route preparation
* Assigns additional routes as patient and referral requests are received
* May work with Corporate Purchasing on the ordering of special equipment and new products

## Qualifications for branch supervisor

* Must be prepared to take overall ownership, accountability and responsibility for the Branch
* Flexibility and willingness to cover other roles as and when required
* Monitors and/or maintains close contact with Delivery employees throughout day to ensure routes are completed in a timely and accurate manner
* Assists Logistics employees with special orders and equipment
* Maintains proper levels of stock in warehouse to ensure maximum profitability
* Performs minor equipment repair and maintenance as required