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# Example of Manager Branch Job Description

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

## Responsibilities for manager branch

* Monitor and maintain current branch/service center positions, and manage and coach employees on performance
* Ensure that branch/service center meets or exceeds its planned profitability sales and customer service levels
* Successfully market the branch/service center within the approved expense budget
* Manage the planning process
* Handle all personnel issues, including hiring and firing employees
* Update the general manager regarding profit and loss operating results of the branch
* Responsible for the overall safety and security of all branch personnel and company/customer assets
* Directly Reports to General Manager or Area Manager
* Monitor and maintain current branch/service center positions
* Manage and coach employees on performance

## Qualifications for manager branch

* Must complete Options Licencing subsequent to job posting, if not already obtained
* Five or more years previous real estate sales experience
* Must have a valid California Real Estate license
* Bachelors Degree and 2- 4 years management experience, or equivalent combination of
* Must have the ability to relocate within the Kentucky region
* 2 to 3 years sales or recruiting experience, preferably in the staffing/clinical industry