Example of Branch Coordinator Job Description

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Our company is growing rapidly and is hiring for a branch coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for branch coordinator

- Complete high quality, social media post to business page three times per week
- Take videos and photos of clients and include referral sources whenever possible
- Visit client/realtors to make marketing deliveries
- The Office Coordinator will be the face of the office and provide excellent customer services to clients and vendors and to the independently affiliated sales agents, as requested
- Process orders, monitor inventories, initiate/track delivery, and invoice for new equipment, used equipment, and allied products
- Approve and code vendor invoices for payment
- Communicate and process all required leasing documents
- Monitor customer forklift fleet inventories
- Track warranty registration and complete warranty installation
- Order supplies and sales literature

Qualifications for branch coordinator

- Real Estate background highly preferred
- Typing reports
- Submit monthly sources report to HQ (Bob Felberbaum)
- Provide support on hiring and licensing needs for the Associates located in

- Monitor and provide status reports of the new recruits with the Management team (EVP, BOM, VPs, BCM/BCS) on a weekly basis
- Oversee the licensing systems (ADB, WEB CRD, and ePAL) monthly to ensure that the information in the ADB is accurate at all times