



# Example of Branch Operations Manager Job Description

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Our innovative and growing company is looking for a branch operations manager. 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 operations manager

- Directs employees engaged in dismantling, assembling and installing equipment
- Interprets and communicates company policies to employees
- Inspects and monitors work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules
- Ensures proper procedures are in place for reporting and managing accidents
- Suggest changes in working conditions and processes to increase efficiency of branch, customer service or work crew
- Initiates or suggests plans to motivate employees to achieve performance goals
- Directly supervises four to ten employees
- Provide support to branch network, ensure smooth operations and excellent service be provided to customers and fulfill their needs
- Member of branch management team, providing financial counseling, including analysis and recommendations, to enhance operations and results
- Participates in the budgeting, business planning projects to enhance operations and results

## Qualifications for branch operations manager

- Responsible for recruiting, training, and maintaining qualified, competent office staff
- Responsible for implementing corporate initiatives and team building at the Care Center
- Oversee daily operational functions of Care Center and satellites
- Responsible for the overall quality and depth of the Care Partner pool
- Responsible for the overall service levels we provide to our clients and referral sources