



Branch Manager
Lords Builders Merchants – HP9
Salary and package to be advised

Monday to Friday 7.00am to 5.00pm Saturday 7.00am to 12.00pm 1 on/1 off

We are looking to recruit a Branch Manager to head up the team at Beaconsfield. It is a new and exciting role so if you are interested then please email jamie@lordsbm.co.uk and neil@lordsbm.co.uk. You should also include a covering letter stating why you are interested in the position and an up to date CV.

Closing date: 8th December 2017

The Branch Manager is in charge of a branch of a business or organisation. The branch is usually located away from the main office. They are expected to be able to work at a distance from their direct manager (Managing Director), who may be based at the organisation's head office.

The Branch Manager will also be expected to have an extensive knowledge of employer's business operation and industry, as well as adapting to change as it develops.

Responsibilities include but not limited to:

- Day to day management of all branch logistic operations to include supplier deliveries, customer deliveries and collections.
- Responsible for the operation of the transport department to include deliveries, vehicle management, insurance and driver training.
- Responsible for branch stock levels, stock loss (damage and theft) and manage branch buyer and or stock controller.
- Personnel management, recruitment, motivation, training and development, including appraisals.
- Ensure the business development and growth targets are met by managing the internal branch sales team and sales development initiatives.
- Ensuring HR policies are followed including disciplines and grievances.
- Manage banking, daily cash reconciliation, invoicing and branch debtor control
- Manage staff competence in their areas ensuring optimising and sustaining their performance and that of the branch.
- Develop and maintain business relationships with customers, and ensuring the company high standards of service are provided by all members of staff.
- Meet performance targets (KPI's set by the company – sales, overheads, profit, gross margins and stock).
- Responsible for the sales management of the branch and report any sales issues or shortfalls to the managing director and sales director.
- Responsible for participating in branch sales initiatives including marketing, customer acquisition and product selection.

- Responsible for all branch health and safety procedures to include security for colleagues and customers.
- Manage all customer's complaints and comments to the Company's standards.
- Responsible for all branch invoicing and credit notes including routine checking of data entry and WIP.
- Ensure routine stock checks are maintained and stock is adjusted to keep high levels of accuracy.
- Ensure the branch adheres to the opening and closing times and is sufficiently staffed.
- Maintain attendance records and liaise with accounts department regarding monthly salaries.
- Responsible for the Health and Safety procedures and standards of the company as well as any necessary training.
- Responsible for plant and machinery at the branch to include repairs and maintenance.
- Manage and maintain the site, including arranging repairs and regular upkeep to the building and surrounding area.
- Carry out other duties which fall within reasonable expectations of the role.
- To work within other areas of the Lords Group of Companies from time to time, when and if necessary.