

ASSISTANT BRANCH MANAGER

JOB DESCRIPTION

JOB INFORMATION

Job Title	Assistant Branch Manager
Business	Buildbase
Working Hours	44.5 Hours per week
Reporting To	Branch Manager

JOB SUMMARY

The role of an Assistant Branch Manager is to support the Branch Manager in maximising branch profits through effective sales.

TASKS & ACTIVITIES

- Working with the Branch Manager to actively increase sales opportunities for new, lapsed and existing customers
- Being the main point of contact in the branch in the absence of the Branch Manager
- Controlling the branch stock via deliveries and the timely return of faulty / damaged goods and ensuring up to date accurate stock records
- Motivating the team to achieve branch targets
- Reviewing financial reports, dealing with any queries which may arise
- Providing on the job training, guidance and coaching to all team members of the team
- Promoting good housekeeping within the Branch, Yard and Warehouse to provide a safe place for all members of staff and customers
- Actively safeguarding company goods and property from theft or damage
- Assisting the Branch Manager in a twice yearly stock take
- Any other duties as required by the business

SKILLS & EXPERIENCE

Essential:

- Strong sales experience
- Experience of working in a Sales orientated role
- Have great Customer Service skills
- Great planning and organisational skills

Desirable:

- Previous experience of working in a Builders Merchants
- People management experience would be an advantage
- A Drivers Licence

OUR VALUES



We have the know-how



We get stuck in



We stand together



We get it done

WE HAVE THE KNOW-HOW



Our customers rely on us to understand their trade, so we work hard to make sure we know our stuff.

We train our teams to be the best they can be, to build on their skills and to share their knowledge.

WE GET STUCK IN



This is a “roll your sleeves up” business.

We are all willing to muck in and get our hands dirty to make Buildbase brilliant.

Everyone in Buildbase has a can-do attitude and we take pride in everything we do.

WE STAND TOGETHER



Buildbase is one family

We work together across teams, look out for each other and our number one priority is to make sure everyone goes home safe.

No matter what their background, we respect each other and value everyone’s contribution.

Our people are proud of the part they play in their local communities and we all do our bit to protect the environment and support charities large and small.

WE GET IT DONE



Through the resilience and determination of our people we deliver on our promises and that’s why our customers trust us to get the job done.

We will always go the extra mile to make sure we are brilliant at what we do, whether we are based in branch, in the office or on the road.