

## **Branch Administration Manager**

### **SUMMARY:**

Responsible for planning, organizing, and directing the organization's branch network (branch offices, satellites, service centers, and shared branch situations) including facilities and security.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Ensures every branch location is managed and operated in accordance with policies, principles, and procedures established by the organization.
- Reviews production costs and product quality, and modifies production and quality control programs to maintain and enhance profitable operation of branch.
- Researches potential branch locations and develops cost studies on the feasibility of new branch offices, office relocations, expansions, downsizing, closing, remodeling, upgrading, and on-going maintenance.
- Directly recruits and selects the manager for each branch (including inter-branch transfers and temporary assignments). Coordinates the movement of staff between branches with Branch Managers to ensure each branch has a full complement of staff at all times.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)