

Assistant Branch Manager (over \$25 million)

SUMMARY:

Reports to Branch Manager and assists in the operation of the branch office. Specific operational and customer service activities as delegated by the Branch Manager, including direct supervision of the Branch Staff, as may be determined from time to time. Assumes full responsibility for the operation of the branch during any absence of the Branch Manager.

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

- Responsible for all or part of the duties and responsibilities involved in scheduling and staffing, assignment of duties and priorities of completion in accordance with policies, principles, and procedures established by organization and directly assigned to the Branch Manager.
- Works directly with customers, external persons and representatives of associated industries (i.e., customer base) to evaluate and promote improved and expanded services in area.
- Reviews production costs and product quality, and modifies production and service delivery methods to maintain and enhance profitable operation of branch.
- Directs the preparation of branch reports and schedules required by Head Office or regulatory agencies.

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