

JOB DESCRIPTION

Job Title:	Branch Director
Site Location:	Swindon, Wilts
Department:	N/a
Purpose of Role:	Responsible for the efficient and effective overall management and control of all aspects of branch operation
Responsible To:	The Executive Board
Supervisory Responsibilities:	Assistant Branch Director, Sales & Lettings Managers

Accountabilities/Main Duties

- 1) Development of catch-ment area/secure new business and develop new revenue systems
- 2) Branch profit & loss (delivery and development)
- 3) Support the overall company strategy plan
- 4) Support and coach objectives of branch staff team
- 5) Establish & maintain appropriate 3rd party relationships
- 6) Customer account management
- 7) Support, design and implement local marketing plan
- 8) Planning of workload for the short, medium and long term
- 9) Day to day team motivation
- 10) Liaise with and develop relationships with central support office
- 11) Recruitment, induction and ongoing training of branch team.

Working Conditions:	Hours of work are commensurate with job role and position. Must hold full, current driving licence and possess own transport as local travel will be required. Business dress should be worn at all times.
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Qualifications:

Essential

A Level education or equiv, preferably in Maths & English Language
NVQ 3 in a business discipline
Management/supervisory qualification

Desirable

Degree in a business discipline or equiv
NVQ 4 in Management

Experience:

Management – minimum 3 years exp at a senior level ie. not Team Leader
Industry knowledge such as estate agency, relocation or property management – desirable although not essential
Customer facing experience, particularly at consumer level
A high level of understanding of general company finance matters, budgetary control and P& L

Salary & Benefits:

£22K - £28K depending upon skills and experience, plus bonus. Provision of a Stakeholder Pension Scheme

Contracted Hours of Work:

Monday to Friday, 3 days 8:30am-5:30pm, 2 days 8:30am-6:30pm
One Saturday in three (day off in lieu), 'on-call' one Sunday in three.

Holiday Entitlement:

20 days per annum, rising to a maximum of 25 days per annum over 5 years

Other Benefits:

Use of company pool car.

Prospects:

Opportunities for career advancement

Other Information: