

JOB DESCRIPTION

Job Title: Branch Manager

Department: Kiritimati Island

Report to: CEO

Overall responsibility

The branch manager plans, organizes, manages and evaluates the activities and operations of the branch, ensuring customer satisfaction and that the funds are allocated appropriately in order to meet the company's objectives.

Key area of responsibility

- Plans and manages the day-to day running of the branch.
- Prepare Kiritimati Management Report on monthly basis and as directed by CEO or FM
- Ensuring branch complies with safety measures and that staff comply with policy rules and regulations.
- Mentors, coaches and guides staff members.
- Makes hiring recommendations for designed positions.
- Actively support team to ensure customer needs are met.
- Develop annual budget for the branch
- Participates in developing, implementing and evaluating branch plans work processes, systems and procedures to achieve objectives and work standards.
- Forecasting and evaluating branch sales and revenue growth targets.
- Completes and submits regular reports and other related documents.
- Attend to other duties as may be directed from time to time

Qualifications

- Ability to manage, lead and motivate staff.
- Good organizational skills
- Bachelor's degree in Accounting, Economics, Management & Administration
- 3 years of work experience in any top management position.
- Age: 30 - 45 years

Salary

- Level 2 CPPL scale of \$18,480.00 - \$21,780.00 per annum.

Other benefits:

- Housing and transport are provided.