

Branch Supervisor

[Apply Now](#)

Company: PRI

Location: Ndola

Category: other-general

Overview

We are hiring!

DEPARTMENT Operations

REPORTS TO: Chief Executive Officer

PURPOSE OF THE JOB:

To coordinate and ensure smoother day to day operations and promote robust business at branch level.

KEY PERFORMANCE AREAS:

To ensure branch opening and closing times are adhered to.

To ensure all electrical, mechanical assets and vehicles are accounted for and fully functional at all times.

To monitor all movements and ensure that all schedules are in place.

To monitor all vehicle movements, fuel consumption and usage and ensure logbooks are accordingly completed.

To set up vehicle maintenance plan for the branch.

To reconcile all sales at the end of every day and ensure deposits are done accordingly.

To manage stock and assist in selling of company products and services.

On daily basis, ensure that all claims are cleared and ready.

To provide complete details on the performance of the branch on a monthly basis in the form of a written report.

To manage people in a more progressive approach towards good customer service.

To ensure that services are conducted on schedule and in accordance with client expectations.

To manage staff functions in the branch and ensure that sales are maximised.

EDUCATIONAL REQUIREMENTS:

Diploma in a business-related field with background in accounts, sales & marketing and people management (HR)

Certificate in Computer applications

REQUIRED COMPETENCIES:

Effective communication at all levels

Subordinate effectiveness

Highly assertive

Ability to facilitate and impart knowledge through training.

Pro-active and Innovative

Ability to make good and timely business decisions.

Results orientated.

Computer literacy (word, excel etc).

Should have an eye for details.

[Apply Now](#)

Cross References and Citations:

1. Branch Supervisor [ProtectiveservicejobsJobs Ndola](#) [Protectiveservicejobs](#) ↗
2. Branch Supervisor [Videographerjobs Jobs Ndola](#) [Videographerjobs](#) ↗
3. Branch Supervisor [Pediatricjobsnearme Jobs Ndola](#) [Pediatricjobsnearme](#) ↗
4. Branch Supervisor [Londonjobs Jobs Ndola](#) [Londonjobs](#) ↗
5. Branch Supervisor [Nairobijobs Jobs Ndola](#) [Nairobijobs](#) ↗
6. Branch Supervisor [Indonesiajobs Jobs Ndola](#) [Indonesiajobs](#) ↗
7. Branch Supervisor [Instrumentationjobs Jobs Ndola](#) [Instrumentationjobs](#) ↗
8. Branch Supervisor [Expertiniworldtech Jobs Ndola](#) [Expertiniworldtech](#) ↗
9. Branch Supervisor [Londonjobscentral Jobs Ndola](#) [Londonjobscentral](#) ↗
10. Branch Supervisor [BuenosairesjobsJobs Ndola](#) [Buenosairesjobs](#) ↗
11. Branch Supervisor [PolicejobsJobs Ndola](#) [Policejobs](#) ↗
12. Branch Supervisor [UltimatejobfinderJobs Ndola](#) [Ultimatejobfinder](#) ↗
13. Branch Supervisor [TruckjobsnearmeJobs Ndola](#) [Truckjobsnearme](#) ↗
14. Branch Supervisor [Polandjobs Jobs Ndola](#) [Polandjobs](#) ↗
15. Branch Supervisor [HyderabadjobsJobs Ndola](#) [Hyderabadjobs](#) ↗
16. Branch Supervisor [Searcheruropeanjobs Jobs Ndola](#) [Searcheruropeanjobs](#) ↗
17. Branch Supervisor [Finlandjobs Jobs Ndola](#) [Finlandjobs](#) ↗
18. Branch Supervisor [Computerjobs Jobs Ndola](#) [Computerjobs](#) ↗
19. Branch supervisor [Jobs Ndola](#) ↗
20. AMP Version of Branch supervisor [Jobs Ndola](#) ↗
21. Branch supervisor [Ndola Jobs](#) ↗
22. Branch supervisor [Jobs Ndola](#) ↗
23. Branch supervisor [Job Search](#) ↗
24. Branch supervisor [Search](#) ↗
25. Branch supervisor [Find Jobs](#) ↗

Source: <https://zm.expertini.com/jobs/job/branch-supervisor-ndola-pri-660b55ae6e/>