

Assistant Branch Manager

Division: Wridgways
Department: Customer Service
Reports to: Branch Manager

Overall Purpose Of The Job

With annual sales revenue in excess of \$100 million, our client is recognised internationally as a world-class relocation company is seeking a Trainee Branch Manager.

Applicants must be flexible and willing to relocate if the opportunity arises.

Primary Duties & Responsibilities

- Demonstrate a low acceptance of mediocrity in all day to day activities.
- Operations: Packing, loading, Unloading, Driving, Programming, Resource Allocations.
- Customer Service: Procedures & Claims Management.
- Sales: Internal Sales, External Sales & Quote preparation.
- Administration: Payroll, Debtors, Financial Reporting, Banking & Costing.
- Import & Export

Skills Essential to the Job

- Basic Financial understanding
- Computer literacy
- Excellent time management skills
- Must have excellent English grammar and numeracy skills.
- Impressive personal presentation
- Outstanding communication and presentation skills
- Excellent people management and relationship skills
- A sound belief in achieving outstanding results through empowerment and leadership of people.
- Must have excellent English grammar and numeracy skills.
- Have HR Licence highly regarded.

Qualifications Preferred

Secondary Year 12 or equivalent
Tertiary/TAFE
Professional A.F.R.A. Accreditation
Licences Class 3 - Vehicle, Forklift Licence
Other