**Job Description Branch Manager**

We are looking for a talented Branch manager to assign and direct all work performed in the branch and to supervise all areas of operation. You will manage staff, foster a positive environment and ensure customer satisfaction and proper branch operation. The successful candidate will have a hands-on approach and will be committed to the expansion and success of the business by implementing strategies that increase productivity and enable sales targets achievement.

**Responsibilities**

* Direct all operational aspects including distribution operations, customer service, human resources, administration and sales
* Assess local market conditions and identify current and prospective sales opportunities
* Develop forecasts, financial objectives and business plans
* Meet goals and metrics
* Manage budget and allocate funds appropriately
* Bring out the best of branch’s personnel by providing training, coaching, development and motivation
* Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities
* Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs
* Address customer and employee satisfaction issues promptly
* Adhere to high ethical standards, and comply with all regulations/applicable laws
* Network to improve the presence and reputation of the branch and company
* Stay abreast of competing markets and provide reports on market movement and penetration

**Requirements**

* Proven branch management experience, as a head of an educational institute or similar role
* Sufficient knowledge of modern management techniques and best practises
* Ability to meet sales targets and production goals
* Familiarity with industry’s rules and regulations
* Excellent organizational skills
* Results driven and customer focused
* Leadership and human resources management skills
* Educational Industry Experience preferred
* BS in Business Administration or related field
* Ability To communicate in English is a must, Arabic is added advantage.