



Date:	December 1, 2010
Job Title:	Branch Manager
Location:	East Moline
Reports Directly to:	Plumbing Manager and HVAC Manager
FLSA Status:	Exempt

Direct Reports:	East Moline Branch
Indirect Reports:	None

Principal Accountabilities:

1. Learn the Eclipse (paper flows, procedures and policies)
2. Must develop and maintain strong relationships with employees and customers
3. Meets with manufacturer representatives regularly
4. Attends quarterly managers' meetings at the corporate office
5. Assist sales staff with developing and maintaining customer relations
6. Assist sales staff with collections when needed
7. Coordinate customer product training when necessary
8. Attend industry trade shows and product training
9. Ability to follow direction and work with corporate employees to reach company goals
10. Interviews job applicants, checks references and hires personnel.
11. Supervises training of new hires
12. Follow and communicate all employment policies. Discipline employees accordingly and treat equally.
13. Schedule work hours
14. Communicate any sales or advertising strategies to the Marketing Manager
15. Oversee the direction of the branch staff to assure effective utilization of personnel and identify career paths for qualified and interested candidates.
16. Meet regularly with staff to communicate objectives and goals, branch operating status and employee input to improve branch performance.
17. Contribute to the organization's effectiveness by offering information and opinions as a member of the management team; integrating objectives with other functions
18. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
19. Perform other duties as requested

Position Specifications/Scope

Minimum Education/Experience Required:

High School Diploma required, or its equivalent
Strong management or supervisory background

Knowledge, Skills, Abilities Required:

Must have working knowledge of Microsoft Office
Keyboarding speed of at least 30 WPM
Must be very detail-oriented and focused for accuracy
Ability to perform assignments with minimal supervision and under tight deadlines
Required maturity and experience to interface with all levels of management and personnel
Must have strong interpersonal communication skills
Ability to be responsive and persuasive at all levels of the organization
Must maintain a patient and professional attitude, while managing a busy workload
Strong organizational skills required
Must be able to determine and prioritize workload
Ability to be discreet regarding confidential information



Equipment Used:

PC
 Calculator
 Fax
 Telephone
 Photocopy machine
 Forklift
 Delivery Vehicles

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Normal office environment
 Warehouse environment

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

X	Balancing	X	Feeling	X	Pulling	X	Seeing	X	Talking
X	Carrying	X	Grasping	X	Sitting	X	-Close	X	Walking
X	Climbing	X	Hearing	X	Standing	X	-Far		
X	Crawling	X	Kneeling	X	Stooping	X	-Color		
X	Crouching	X	Lifting				-Depth		

Other:

Must communicate with applicants, outside vendors and all levels of employees, including executive management.

The foregoing responsibilities, accountabilities, statements and requirements are intended to describe the general nature and level of work performed in this position. They are not intended to be construed as an all-inclusive list of every responsibility, duty, skill and expectations required of personnel so classified.

Approvals:

Employee: _____ Date: _____

Department Supervisor: _____ Date: _____

Human Resources: _____ Date: _____