



## Vacancy Details

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<b>Title</b>	Branch Manager	<b>Start Date</b>	11/06/2020
<b>Number</b>	2146844	<b>End Date</b>	
<b>Full Time</b>	P	<b>Places</b>	1
<b>Notified</b>	11/06/2020	<b>Location</b>	Naas
<b>Employer Name</b>			
		<b>Wages</b>	Dependent On Experience
		<b>Hours</b>	40
<b>Phone/Fax</b>	/	<b>Job Type</b>	JOB

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### Education

Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

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### Duties

Accountable for day-to-day operations of the branch to include all managerial, and administrative functions. Maintain good rapport between staff and provide support, direction, and training to staff, as necessary. Job Responsibilities • Organize all shop operations and allocate responsibilities to staff • Manage branch to increase revenue and develop the business • Supervising and motivating staff to their maximum performance and capacity • Daily running of operations in maximising sales and minimizing costs • Monitoring accounts and suspended transactions • Prepare and control the branch for minimum expenditure and maximum efficiency • Monitor stock levels and purchases and ensure they stay within budget • Deal with complaints from customers to maintain the company's reputation • Inspect the areas in the store and resolve any issues that might arise • Plan and oversee in-store promotional events or displays • Keep abreast of market trends to determine the need for improvements in the shop • Analyse sales, returns and revenue reports – ie; Weekly KPI reports • Ensure the shop fulfils all health and safety guidelines • Organise End of Day & lodgements and Month End procedures

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### Arrangements

Please apply via Email: [sandra@autocare.ie](mailto:sandra@autocare.ie)

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### Other Benefits

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