

CORYS ELECTRICAL LIMITED

POSITION DESCRIPTION

Role Title: Branch Manager

Reports To: Regional Manager – Lower North Island

PURPOSE OF THE ROLE

Is to maximise branch performance/potential in accordance with company policy and procedures. Ensuring branch profitability and growth through staff development, continuous improvement, innovation, sound leadership, and building quality relationships with customers, suppliers and staff.

KEY TASKS	DELIVERABLES
Leadership	<ul style="list-style-type: none"> • Drive key initiatives relative to current Corys strategies • Identify training and developmental needs of branch team members and ensure appropriate product training and career development is received and implemented • Provide regular coaching to team members to ensure that individual goals and branch objectives are achieved, this includes conducting regular performance reviews • Provide regular communication to team members ensuring that they are informed of current business results, initiatives, marketing/sales promotions or strategies to support the future growth and direction of the company • Manage any team member's conflicts or disputes as they arise in a timely and effective manner • Retain key team members • Solid understanding of your obligations under the Employment Relations Act 2000.
Financial Management	<ul style="list-style-type: none"> • Successfully manage branch performance to budgeted EBIT targets • Interpret and implement Company policies and procedures • Ensure the establishment and achievement of branch budgets by monitoring actual performance against budgeted performance and report discrepancies on a monthly basis • Vigilantly monitor and manage outstanding debtors and act as a conduit between the customer and the Credit Department • Be responsible for the protection and security of the company's assets • Be aware of competitor activity and notify the company of movements in market share and any impact on our business or the company's image.
Inventory Management	<ul style="list-style-type: none"> • Manage stock to budgeted stock weeks targets • Ensure through effective team member management and training that the stocktaking process is accurate, with no variances and there is adherence to company administration procedures • Manage and monitor stock for customers' requirements • Effectively manage slow moving and obsolete stock

	<ul style="list-style-type: none"> • Adhere to and drive National Procurement projects.
Customer Management	<ul style="list-style-type: none"> • Maintain good relationships both externally and internally with current and potential customers, dealers and distributors with Corys Electrical • Ensure customer service levels are world class.
Health and Safety	<ul style="list-style-type: none"> • Pro-actively manage the safety and health of all team members • Aim for nil Accidents and Incidents and ensure all company H&S targets are achieved • Ensure all near misses are reported • Ensure the Health and Safety at Work Act 2015 is understood, followed and complied with, as is all Company Health and Safety Procedures • Maintain excellent 'house-keeping' at all times and conduct regular audits • Ensure team members are trained in job instructions including the wearing of personal protective equipment.

KEY RELATIONSHIPS	
Internal <ul style="list-style-type: none"> • Regional Managers • All Branch Staff • Sales Representatives • Commercial Team • Finance Team • Human Resources Team • IT 	External <ul style="list-style-type: none"> • Customers (current & potential) • Local Suppliers/Representatives • Other Local Businesses

PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES	
Builds Strategic Customer Relationships	Cultivates strategic customer relationships. Ensures that the customer's perspective is the driving force behind all business activity
Inspires Others	Uses interpersonal styles and methods that inspire and guide others towards optimal levels of performance
Commercial Acumen	Takes action to maximize the contribution of your area of the business to the company's profitability and growth. Manages business operations to maintain ongoing competitive advantage
Plans and Organises	Establishes a course of action for self and others to ensure that work is completed efficiently and delegates effectively
Builds Trust	Interacts with others in a way that gives them confidence in your intentions and those of the company
Team Development	Uses appropriate methods and interpersonal style to develop, motivate and guide your team towards the achievement of objectives
Facilitates Change	Continuously seeks and encourages others to seek opportunities for different and innovative approaches to resolving problems or creating opportunities.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED
<p>Experience / Knowledge / Qualifications</p> <ul style="list-style-type: none"> • 5 - 10 years' experience in a sales or business environment • Experience in people management including leadership, development and performance management is desirable • Analytical and logical problem solving skills, with strong attention to detail • Intermediate computer literacy including Microsoft Office Suite • Electrical Wholesale experience would be advantageous <p>A Tertiary (i.e. Bachelor or diploma-level) qualification in business management is highly desirable but not essential.</p>

OCCUPATIONAL HEALTH & SAFETY

PHYSICAL CONSIDERATION

Corys Electrical is committed to ensuring that employees' health and safety is not compromised either by the work environment or by work process and procedures.

The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

ACTIVITY	HAZARD
Computing	<ul style="list-style-type: none">• Use of computer monitor• Occupational overuse syndrome
Transport/distribution operations	<ul style="list-style-type: none">• Moving vehicles• Use of fork hoists
Driving	<ul style="list-style-type: none">• Traffic• Road conditions• Fatigue• Cell phone use
Warehousing	<ul style="list-style-type: none">• Stacked product/obstacles• Manual handling and lifting• Spillages and slippery surfaces• Chemicals