



## **Branch Manager**

**Reports to:** Regional Manager

### **Job Purpose:**

To lead and motivate the branch team to achieve sales and promotional targets in line with business plans. The role is responsible for maximising revenue, managing cash flow, and protecting company stock, assets, and operational standards within the business unit.

### **Key Responsibilities**

#### **Team Leadership**

- Recruit, manage, train, and develop branch staff in line with company policies and employment legislation.
- Conduct performance reviews and ensure HR procedures such as appraisals, discipline, and grievance processes are followed.

#### **Sales & Business Performance**

- Plan, forecast, and monitor sales, margins, costs, and overall branch performance.
- Implement promotional activities and sales strategies to achieve business targets.

#### **Financial Management**

- Manage cash handling and debtor accounts in accordance with company procedures.
- Control costs and overheads to ensure profitable branch performance.

#### **Stock & Inventory Control**

- Ensure stock is stored safely and in line with manufacturer specifications.
- Maintain accurate stock records, process stock documentation, and conduct regular stock takes.
- Monitor slow-moving or obsolete stock and report where necessary.

#### **Operations & Customer Service**

- Maintain effective merchandising, store layout, and customer flow to maximise sales and customer satisfaction.
- Ensure high standards of customer service and staff product knowledge.

#### **Compliance & External Relations**

- Ensure compliance with health and safety policies and legal requirements.
- Liaise with external agencies, suppliers, and partners when required.

#### **Business Awareness**

- Monitor competitor activity, pricing, and market trends.
- Attend meetings and contribute to company strategy and operational improvements.

*The Power to Supply*

Motor Parts Direct Limited Registered in England No. 3604992  
Registered Office: Unit 7, Optima Business Park, Pindar Road, Hoddesdon,  
Herts, EN11 0DY