



**WE ARE  
HIRING  
VACANCY**

Vacancy: BMG Park - 178, Gauteng, South Africa

Assistant Branch Manager – M3823

Closing Date: 29 February 2024



### **Roles & Responsibilities:**

- Drive branch sales targets, provide accurate monthly reported feedback by due dates.
- Check and authorise daily sales reports, as well as other admin functions required.
- Maintain positive relationships within the team, internal / external clients and local suppliers.
- Monitor compliance with company branding and image in accordance with policy and procedure, addressing issues identified in a timely manner.
- Monitor debtors' payments within established terms, following up on payments as necessary.
- Deal with escalated issues, following up on their timely and effective resolution.
- Provide detailed, accurate information for internal and external audit purposes by specified deadlines.
- Action audit issues identified, achieving compliance.

**\*\* Key Support function to Branch Manager, the ability to multitask, problem solve, maintain positive / fair environment, adapt to change, and work well under pressure\*\***

### **Minimum Requirements:**

- Matric
- Relevant tertiary qualification
- 5 - 10 years' experience in Sales or Management role within our industry
- Knowledge of BMG Policies & Procedures
- K8 System knowledge

Should you have the necessary skill set, attach a brief CV to: [ginad@bmgworld.net](mailto:ginad@bmgworld.net) – REF: Assistant Branch Manager – M3823

All internal applicants are required to complete an **IVAF** form signed off by line manager prior to submitting application.

**Closing date for applications – 29 February 2024.**

**If you have not received notification regarding your application within 2 weeks, please accept that your application was unsuccessful.**



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