



**WE ARE
HIRING
VACANCY**

Vacancy: BMG Park - 161, Alberton, South Africa
Assistant Branch Manager – M4328

Closing Date: 17 May 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: vacancyapplications@bmgworld.net – REF Assistant Branch Manager – M4328

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

Closing date for applications – **17 May 2024.**

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



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Quality Components

Technical Expertise

Superior Service

PART OF **EVERY** PROCESS