



# Job Description

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<b>Job Title</b> Branch Manager	<b>Job Location</b> Mbeya	<b>Category</b> Business Development
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Automotive
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Automotive: 12 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Business Development: 10 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

Heading an automobile operation independently focusing mainly on Sales, Aftersales operations and Finance.

## Responsibilities

- Oversee all Aftersales functions resulting in customer satisfaction and retention.
- Adhering with all general & set company policies whilst carrying out duties.
- Parts & services sales promotions, customer visits to meet set targets.
- Maintain accurate customer database and information.
- Respond to customer complaints with appropriate actions.
- Comply and sustain with requirements.
- To set parts pricing policies.
- Overlooking financial management and MIS reporting of the Branch.
- Prepare Weekly, Monthly, Half Yearly & annual financial reports.
- Ensure the Branch statutory compliance.
- Customer Relationship Management.

## Education & Qualifications

- Degree/Diploma in automobile engineering or related field
- Senior management experience in an automobile dealership

## Requirements

- Minimum 12 years + relevant, three years' experience at a managerial level

## Characteristics

- Hands on practical knowledge in preparation of budgeting.
- Experience in aftersales management.
- Knowledgeable on automotive mechanisms.
- Strong Communication & Analytical Skills.
- Strong Customer Handling & Marketing Skills.
- Excel and computer skills.

## Driving Licence

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Not Required

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