



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Branch Manager	Job Location Dodoma	Category -
Job Type Full Time	Job level Manager	Industry -

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

As a Branch Manager, you will be responsible for overseeing the operations, sales, and customer service activities of our [specific location] branch. You will play a pivotal role in driving business growth, ensuring operational excellence, and maintaining high standards of customer satisfaction.

Responsibilities

- **Strategic Leadership:** Develop and execute strategic plans to achieve branch targets and objectives. Lead and inspire a team of sales, service, and administrative staff to deliver exceptional results and meet key performance indicators.
- **Sales and Business Development:** Drive sales growth by implementing effective sales strategies, identifying new business opportunities, and expanding market presence. Develop and nurture relationships with corporate clients, dealerships, and other key stakeholders to enhance business partnerships and revenue streams.
- **Operational Management:** Oversee all aspects of branch operations, including inventory management, logistics, facilities maintenance, and compliance with company policies and procedures. Implement efficient processes and controls to optimize productivity, minimize costs, and ensure regulatory compliance.
- **Customer Service Excellence:** Champion a customer-centric culture within the branch and ensure the delivery of superior customer service at all touchpoints. Resolve customer inquiries, complaints, and issues promptly and effectively, maintaining a positive and professional image of the company.
- **Team Development:** Recruit, train, and develop a high-performing team capable of delivering exceptional results and providing excellent customer experiences. Provide coaching, guidance, and performance feedback to team members to foster a culture of continuous improvement and achievement.
- **Financial Management:** Develop and manage branch budgets, forecasts, and financial reports to monitor performance and control expenses. Identify opportunities for revenue growth and cost savings to maximize profitability and achieve financial targets.
- **Compliance and Risk Management:** Ensure compliance with all relevant regulations, standards, and legal requirements governing automotive sales and service operations. Implement effective risk management practices to mitigate operational, financial, and reputational risks.

Education & Qualifications

Bachelor's degree in Business Administration, Marketing, or a related field. MBA preferred.

Requirements

- Proven experience in automotive sales, dealership management, or branch operations, with a minimum of [X] years in a

managerial role.

- Strong leadership skills with a track record of driving sales performance, operational excellence, and customer satisfaction.
- Excellent communication, negotiation, and interpersonal skills.
- Sound business acumen with a strategic mindset and the ability to make data-driven decisions.
- Proficiency in MS Office Suite and dealership management software.
- Ability to multitask, prioritize workload, and work effectively under pressure.
- Results-oriented mindset with a focus on achieving targets and exceeding expectations.
- Valid driver's license and willingness to travel as needed.

Driving Licence

Not Required

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