



## Job Description – Branch Manager, Rocklin

Sierra Pacific Turf Supply – Rocklin, CA

Title: Branch Manager  
Branch Location: Rocklin, California  
Reports To: Vice President  
Position Available: August 1, 2024

Sierra Pacific is looking for an enthusiastic and well-organized leader who will motivate and inspire our team in Rocklin, Ca. A goal-oriented, results driven individual who will cultivate a successful branch. The Branch Manager will direct, support, and supervise the staff and day-to-day operations, ensuring delivery of quality customer service and achievement of sales and productivity goals.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversees the day-to-day workflow of the branch.
- Communicate and reinforce the company vision and goals at a branch level.
- Support the branch staff by providing the training and resources they need to perform their jobs successfully.
- Hires and trains qualified candidates for entry-level roles.
- Conducts performance evaluations that are timely and constructive, providing recommendations for promotion and salary adjustment as appropriate.
- Collaborates with sales team and Sales and Marketing Director to set reasonable sales and/or retail goals for the branch.
- Motivate and develop branch employee performance.
- Sets yearly personal goals and yearly branch goals.
- Work to grow the business in the branch.
- Conducts monthly staff meetings to ensure that goals and objectives are clearly communicated with branch staff; provides guidance and leadership to enable staff to meet these goals and objectives.
- Attend monthly managers' meetings.
- Identifies training needs and opportunities; develops and implements a plan for meeting those needs.
- Maintains and develops positive relationships with existing and prospective clients, demonstrating excellent customer service and setting an example for other staff.
- Participates in community activities to promote the organization and to build goodwill.
- Works with sales staff, other branch managers and Sales and Marketing Director to forecast upcoming inventory requirements.
- Maintains adequate inventory to meet branch needs.
- Manages inventory by taking daily inventory cycle counts reconciling as/when necessary.

Qualifications:

- Bachelor's Degree from a four-year college or university: or two years related experience and/or training: or equivalent combination of education and experience.
- Strong computer skills. Well versed in Microsoft Word, Excel, PowerPoint, Accounting Software (Acumatica)
- Valid driver's license as well as a Qualified Applicators License, Designated Agent License, or Pest Control Advisor License required.
- Exemplary leadership skills with strong interpersonal connections to branch staff.
- Solve practical problems and deal in a variety of variable situations.
- Ability to work under pressure in a fast-paced environment.
- Ability to meet sales goals for the Branch.
- Highly responsible, reliable, and dependable
- Good communication skills both verbal and in writing