



## **BRANCH MANAGER**

**LOCATION** Grande Prairie, AB

**JOB TYPE** Full Time

**EXPERIENCE LEVEL** Mid to Senior

**EDUCATION LEVEL** Journeyman Certification

### **KEY RESPONSIBILITIES**

- Manage the day to day operations for the Grande Prairie Branch.
- Provide leadership and support to the Grande Prairie Branch staff.
- Responsible for the branch budget, focusing on labour utilization, warranty and policy adjustments.
- Look for potential new customers for branch growth.
- Implement and execute branch strategies related to key customer accounts.
- Maintain and oversee quality of work in both the service and parts department.
- Responsible for Service WIP, ensuring all work is current and any warranty issues have been dealt with accordingly (New Unit Warranty and Supplier Warranty).
- Ensure invoicing is current, accurate and correct information has been provided and approved monthly.
- Ensure the quoting process is followed and make sure all quotes are submitted accurately and on time.
- Enforce HSE policies and make sure all staff follow policies in place.
- Provide daily business support to local customer base.
- Approve daily field and shop time sheets.
- Provide on-call support for after calls from our customers.
- Resolve customer complaints and issues.
- Resolve employee conflict and issues.

### **EDUCATION AND EXPERIENCE**

- Journeyman Certificate from a recognized institute will be considered an asset.
- Minimum of 5 years' industry experience.

### **JOB REQUIREMENTS**

- Strong customer service and communication skills.
- Work as a team player with all staff and all other branch locations.
- Well organized and efficient with required tasks.
- Detail oriented for accurate paperwork/ reporting.
- Ability to work effectively without supervision.



- Strong computer skills.
- Flexible to accommodate customers' changing demands.
- Strong leadership ability to maintain day to day activities.
- The successful candidate must be self-motivated, driven by results and able to manage the branch with a sense of ownership.

#### **WHAT WE OFFER**

- Competitive compensation based on experience and education;
- A strong value based organization;
- An opportunity to be a part of a highly skilled team.

If you would like to join our team, please send your resume to:

Bidell Gas Compression

Attention: Human Resources

6900-112<sup>th</sup> Avenue SE

Calgary, Alberta

T2C 4Z1

Fax: (403) 236-0345

Email: [careers@bidell.com](mailto:careers@bidell.com)