



## Branch Manager

- **Vacancy for:** 1
- **Posted on:** Nov. 7, 2017
- **Deadline:** Nov. 28, 2017, 11:55 p.m.

### Basic Job Information

Job Category	: Protective / Security Services > Security
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Various Locations within the country
Offered Salary	: Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 15 years

### Other Specification

- Must be a Nepali citizen and have a Nepali Citizenship
  - Must have completed Bachelors and above in any discipline
  - Must have 15 years experience in the security industry
  - Should be fluent in communication in English (written and spoken)
  - Should be proficient in using computer for office work (MS Office, Email, etc)
  - Should have driving license both of Motorbike and Vehicles
  - Should not have any criminal Records
  - Must be physically and mentally fit
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### Job Description

- Overall responsibility for Branch Operation
  - Supervise and evaluate subordinate staffs
  - Site survey for new assignment
  - Deployment of security personnel in new assignment
  - Market research for prospective clients and develop business strategy and goals
  - Client's relations, meeting clients periodically for further improvements and addressing complaints
  - Motivation, briefing and conducting on job training of the security personnel within the branch
  - Addressing difficulties and grievances of deployed security personnel
  - Maintaining all details and records of assignments within the branch
  - Arranging and approving a leave of the security personnel within the branches.
  - Arranging or re-arranging for security personnel within the branch where deemed necessary
  - Preparing daily operation report to be sent to seniors in the operation department
  - Checking and verifying monthly attendance in the branch
  - Assuring the security personnel in the branch are well mannered, dressed properly and working well
  - Responsible for the control room, ensuring it is operating in a proper manner
  - Gather the reports from the control room and take action on it
  - Verifying, interviewing and briefing for all new enrolled security personnel.
  - Update vacant post and new post details
  - Maintain the posting order of all the security personnel in branch as required
  - Implementing all company policies and procedures within the branch
  - Recommend desirable changes in the policies and goals of the branch and the organization
  - Conduct Weekly Coordination Meeting
  - Maintain and coordination to other branches
  - Timely report to the Garud corporate office
  - Additional duties as assigned
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## Applying Procedure

Apply Link : <https://merojob.com/branch-manager-30/>

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