



POSITION: **Branch Manager**

LOCATION: **Kelowna, BC**

OVERVIEW OF BEKINS:

Bekins Moving and Storage (Canada) Ltd. is family-owned household goods moving company. In 2024 we celebrated our 100th anniversary. As a proud Member of United Van Lines (Canada) Ltd., Bekins has partners across Canada and the U.S.A. Bekins operates 5 locations strategically located throughout British Columbia.

OVERVIEW OF BRANCH MANAGER POSITION:

The Branch Manager is responsible for planning, organizing and executing activities related to operating a profitable branch. Support from Corporate Head Office is readily available and provides direction, policies, procedures and objectives in which the Branch shall operate.

With the assistance of Head Office, the Branch Manager will take lead on all local recruiting, training, and retention of employees for all positions. The Branch Manager is also responsible for the revenue growth, Profit and Loss and Customer satisfaction for the branch.

RESPONSIBILITIES:

- **Operations and Business Management**
 - Work with and lead Operations, Sales, Warehouse and front-line staff to service our household goods customers to “A higher standard of care”.
- **Business Development**
 - Promote sales growth.
 - Maintain strong customer satisfaction.
 - Demonstrate a strong understanding of the Company’s services.
- **Finance and Administration**
 - Oversee and manage all financial aspects of the branch including revenue projections, performance and profit/loss.



- Work with Head Office to ensure branch performance is attaining goals and objectives.
- Perform general administrative tasks relating to paperwork between the Branch, Head Office and United Van Lines.
- **Facility and Equipment**
 - Maintain a clean, safe, secure and organized facility.
 - Maintain safe and operable equipment by working with Head Office and outside vendors.

KEY JOB REQUIREMENTS AND SKILLS:

- Successful candidate must be a self starter and hands-on Manager.
- Ability to delegate responsibilities as/when required.
- Experience in a fast-paced environment while ensuring accuracy in detail.
- Position is Full time – Monday through Friday with after hours and/or weekend work required on occasion.
- Ability to lift up to 50lbs on your own (if required).
- Ability to manage/direct others.
- Excellent computer skills, including Microsoft Office and CRM programs. In house training will be provided for proprietary software.

EXPERIENCE AND QUALIFICATIONS:

- College diploma in business or a related field OR equivalent, relevant Managerial work experience is required.
- Customer Relationship Management, Sales, Warehousing and Operational efficiencies.
- Very strong communication, problem-solving and leadership skills.
- Minimum 2 years of moving industry experience is preferred.
- Valid Canadian driver's licence (Class 5 minimum; Class 1 preferred).
- Ability to obtain forklift operator certificate.



COMPENSATION:

- This is a salaried position ranging between \$65,000 - \$75,000.
- Branch profit share.
- Company paid extended health benefits (after 6 months).

Interested applicants should forward their resume and CV to scottm@bekins.ca

Visit our website to learn more about Bekins at www.bekins.ca

Bekins Moving and Storage (Canada) Ltd. is an equal opportunity employer.