

JOB DESCRIPTION

Job Title	Ankara Branch Manager					
Department Name	Ankara Branch					
Location	Istanbul					
Solid Line Manager	CEO					
# solid line employees	Branch Team					
# dotted line employees	NA					
Issuing Date	16.09.2021					
JOB PURPOSE						
<ul style="list-style-type: none"> ▣ Evaluates employee’s performance and provides feedback and coaching as needed ▣ Recognise employee achievements and encourage excellence in the work environment ▣ Conducts regular sales and operations meetings ▣ Interacting with customers on a regular basis to ensure satisfaction, customer retention and business development ▣ Resolving customer problems as needed (within the defined escalation path) ▣ Assess market conditions and identify opportunities ▣ Draft forecasts and business plans ▣ Manage budgets and deadlines – ensures branch profitability and growth in line with agreed targets ▣ Decides on allocating branch resources ▣ Coordinate with other branches and with BU to share knowledge, plan activities, and achieve goals ▣ Ensure branch compliance with code of conduct and guidelines and with all applicable laws and regulations ▣ Manages branch facilities 						
MAIN RESPONSIBILITIES						
<ul style="list-style-type: none"> Evaluates employee’s performance and provides feedback and coaching as needed ▣ Recognise employee achievements and encourage excellence in the work environment ▣ Conducts regular sales and operations meetings ▣ Interacting with customers on a regular basis to ensure satisfaction, customer retention and business development ▣ Resolving customer problems as needed (within the defined escalation path) ▣ Assess market conditions and identify opportunities ▣ Draft forecasts and business plans ▣ Manage budgets and deadlines – ensures sales profitability and growth in line with agreed targets ▣ Decides on allocating resources ▣ Coordinate with other branches and with BU to share knowledge, plan activities, and achieve goals ▣ Ensure branch compliance with code of conduct, guidelines and with all applicable laws and regulations 						
STAKEHODLERS						
INTERNAL			EXTERNAL			
Branch Team						

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EDUCATION / DEGREE				
		MINIMUM	PREFERRED	
Apprenticeship / Vocational Course		<input type="checkbox"/>	<input type="checkbox"/>	
Bachelors / First University Degree		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Masters / Second University Degree		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Doctorate (e.g. PhD)		<input type="checkbox"/>	<input type="checkbox"/>	
Professional Certification		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
MBA or equivalent		<input type="checkbox"/>	<input type="checkbox"/>	
Other Degree / Diploma		<input type="checkbox"/>	<input type="checkbox"/>	
EXPERIENCE				
		TIME IN YEARS	MINIMUM	PREFERRED
Project Management Experience		2 - 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
International Experience		5 - 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leadership Experience	<i>direct</i>	5 - 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>
SKILLS & EXPERTISE				
		MINIMUM	PREFERRED	
Able to function independently		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Commercial focus		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Total overview		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Excellent oral/verbal skills		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pro-active		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Convincement and assertiveness		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Customer focus		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Empathy		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Analytical skills		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
KEY ATTRIBUTES				
Customer oriented Ability to analyses and judge Leadership skills Management performance Team work				
LANGUAGES				
	PROFICIENCY	MINIMUM	PREFERRED	
English	<i>Fluent</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

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OTHER REQUIREMENTS

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KN BEHAVIOURS

	Level 1	Level 2	Level 3
Demonstrating Drive + Commitment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fostering Collaboration + Teamwork	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving Business + Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Championing Transformation + Innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing Self + Others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivering Customer Excellence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>