**Vacant Position**

**Position Title:** Commercial Branch Manager

**Reporting to:** Operations Director

**Branch:** Upington

**Salary:** Neg depending on experience

**JOB PURPOSE**

* Responsible for the laboratory day to day functioning and operations.
* To meet the needs and expectations of Management and customers by producing high quality and efficient work, in line with the Quality Assurance Policies.
* Improves the commercial viability of the laboratory and manage and maintain a cost-effective operation.
* Direct all project related activities to ensure time schedules achieved and quality standards implemented.
* Train and obtain competence of all the testing activities in the laboratory to the ISO 17025 National Accreditation System.
* Maintain the Company QMS requirements & procedures.

**RESPONSIBILITIES**

* Maintenance and implementation of ISO 17025 (South African national Standard) Quality Management System as committed to by the Laboratory
* Managing Branch Personnel
* Client Liaison
* Highly focused, attention to detail
* Able to work under pressure & maintain composure
* Prepared to work overtime, if so required
* Honest and trustworthy
* Results orientated
* Responsible and resourceful
* Service driven & client committed
* Assertive

**KEY PERFORMANCE AREAS**

* Branch Commercial performance
* Client footprint growth
* Employee management
* Relevant technical competencies

**PREREQUISITES**

**Educational level or equivalent:**

Diploma / Degree (Civils/Materials) or related experience

 **Professional experience:**

* Ten years’ experience in Civil Engineering Laboratory practices & working knowledge of ISO 17025 Quality Management Systems
* Thorough knowledge of Civil Engineering Materials Testing Activities
* Five years management experience
* Computer/MS office literate
* Deadline driven
* Able to lead and motivate Employees to high standards of excellence

**Specific training or accreditations:**

* Sound knowledge theoretical & practical of related test methods as used in Laboratory SANS 3001 series TMH/COLTO etc
* Existing technical signatory – SANS 3000 series test methods – would be preferred
* Proficient at Mathematics and Science
* Computer literacy (Excel intermediate)
* Ability to train and impart knowledge
* Good knowledge of Health and Safety Procedures and

**NON-NEGOTIABLE REQUIREMENTS**

* Must have at least 5 years laboratory experience
* Technical signatory on test methods
* Clear Credit and Criminal checks
* Validation of Highest Level of Education
* Valid References
* South African citizenship or Valid South African Work permit