



## PR/158918 | Branch Manager

### Job Information

**Recruiter**
[JAC Recruitment Malaysia](#)
**Job ID**

1536786

**Industry**

Railway, Airline, Other Transport

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2025 16:05

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

A comprehensive and innovative logistic company in Bayan Lepas is looking for Branch Manager to lead the operation team towards efficiency, productivity and customer satisfaction.

### Job Responsibilities

- To be the overall head of the branch and as liaison officer with the management.
- To manage cost of sales, expenses, payments to vendors and usage of company resources such as vehicles, computers and etc.
- To manage productivity and effectiveness of staff, work process and operations procedure
- Implementation approved budget for branch in accordance with the company's direction and guideline by hiring, develop and retain talent through training and coaching.

- Develop plans to efficiently use company's resources (Men, Machine, Material/ Money, Method).
- Maintain highest standard of customer service, business conduct, and operations control in accordance with corporate policy.
- Accountable for payments issued at the branch level for freight procurement, operations vendor and contractor.
- Responsible for branch profit and loss.

#### Job Requirements

- At least 2 years of experience in managing a branch
- Knowledge in branch commercial operations process and procedures, documentation, law & regulation
- Familiar with authority related to the branch operations such as seaport, airport, road transport, border crossing, and custom

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#### Company Description