



JOB DESCRIPTION – BRANCH MANAGER

The purpose of the Branch Manager position at ERG Staffing Service/Rosie’s Riveters Staffing Service is to manage the daily operations of assigned branch to ultimately generate growth in revenue and market share. This is accomplished by using innovative thinking, providing solutions to challenges, and utilizing all available tools. This position will require time on the phone making outbound calls and requires efficient follow up with all candidates to fill all open job orders, and excellent communication with clients and management. The Branch Manager reports directly to Director of Operations and will have regular interaction with President and Vice-President to assist with projects as needed.

- Manage day to day branch activity including:
  - Answer calls and greet walk-in applicants and assist in application process
  - Recruit, hire, and conduct orientation for new hires
  - Track and manage all open client job orders; fill all open client job orders to capacity
  - Complete HR hire process using ATS
    - Drug screens/criminal background checks/I-9/e-verify
    - Assign all new hires to job orders in ATS-verify and manage accuracy of all data
    - Complete weekly hire reports by deadline
    - Accident reports and unemployment claims
- Develop and Implement recruiting strategy to attract and hire best the candidates available in applicant pool to fill all open client job orders
  - Make outbound calls to all incoming leads produced from advertising efforts, follow up calls, and to passive candidates found through resume searches and networking
  - Understand client urgency and thrive to meet deadlines and urgent needs of clients while managing emerging and changing priorities
  - Procure and develop working relationships with local CareerLink office
- Always maintain clean and professional environment and demeanor in office
- Must have computer proficiency with MS Office-Outlook-Word-Excel; ability to use Internet websites and search engines; ability to learn new applications quickly
- Effective communication skills both verbal and written
- This job description is intended to provide an overview of responsibilities but is not all-inclusive

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Dickson City 235 Main St Dickson City, PA 18519 570-483-4167	Hazleton 330 South Church St Hazleton, PA 18201 570-453-1001	Allentown 1642 Union Blvd, Ste J Allentown, PA 18109 610-770-1000	Wilkes Barre 204 WB Twp Blvd WB Twp, PA 18702 570-234-3242	Stroudsburg 912 Main St Stroudsburg, PA 18360 570-476-4700	Pottsville 36A Kings Village Plaza Minersville, PA 17954 570-234-2633
---	---	--	---	---	--