

**ASSISTANT BRANCH MANAGER  
EDINBURGH PRESTONFIELD BRANCH  
RICHMONDS PLUMBING & HEATING MERCHANTS LIMITED**

We are seeking an Assistant Branch Manager to join our team based at our Edinburgh Prestonfield Branch. The Assistant Branch Manager (Edinburgh Prestonfield) is responsible for assisting the Branch Manager (Edinburgh Prestonfield) with the organisation and running of the Edinburgh Prestonfield Branch. This role includes but is not limited to:

- excellent customer service and ensuring high standards of customer service within the Branch;
- driving sales by liaising with the Branch Manager on sales strategies;
- Branch staff management;
- Branch stock management;
- building and maintaining strong relationships with customers and suppliers;
- assisting the Branch Manager in ensuring all Branch health and safety procedures are adhered to at all times;
- assisting the Branch Manager in managing existing Branch systems and procedures together with implementing and adhering to new systems and procedures in collaboration with Head Office;
- completing all Branch paperwork and handling all relevant telephone and email queries as necessary to fulfil the role of Assistant Branch Manager (Edinburgh Prestonfield).

The Assistant Branch Manager (Edinburgh Prestonfield) will be required to carry out any other reasonable duties falling within their capabilities, as the needs of the Company dictate.

You will be reliable, motivated and have excellent time-management and customer service skills. You are organised and follow Health and Safety procedures. You have good attention to detail and excellent communication skills.

A full clean UK driving licence is essential to this role to enable supervision of the use of Company vans and it may be necessary, on occasion, to drive Company vans.

**Salary:** Competitive, dependant on experience.

**Hours:** 42 hours per week, Monday to Friday 8am to 5pm and every second Saturday 8am to 12pm (subject to Branch opening times).

**Benefits:** 18 days' annual leave and 10 public holidays; employer pension contributions; and life assurance.

A note of interest and CV should be sent by email to Lisa Daniels, HR & Corporate Compliance Manager at [lisa.daniels@rphm.co.uk](mailto:lisa.daniels@rphm.co.uk).

**Closing date for applications: 30 January 2025**