



**SRT-EON SECURITY SERVICES SDN BHD 86334-X  
OPERATION DIVISION**

**JOB DESCRIPTION**

**Position : Branch Manager**

**Responsibilities :**

1. To be responsible for the daily management and development of branch operations to meet the objectives and plans established for the branch.
2. To assist Management in the development of clear objectives and sound long term plans and strategies for the branch.
3. To communicate as often as necessary with the General Manager; review branch performances, discuss and resolve any branch problems (including that involving policies) with him.
4. To be responsible for the active marketing and promotion of company product & services such as Unarmed Guard, Armed Guard, Cash In Transit (CIT), Cash Processing, Coin Exchange, Central Monitoring Services (CMS), Night Vaulting and Consignment Escort (Armed & Unarmed).
5. To be responsible for achieving branch profitability, maintain branch expenditure within approved budget.
6. To be responsible for the daily management of the branch operations within the corporate policies and in accordance with established procedures.
7. To organize, direct, coordinate and control the work of guards for CIT & SGS segment, and ensure that they have full understanding of their responsibilities.
8. To review and assess subordinates' performance on a regular and formal basis, decide and make recommendation to the management on their recruitment / appointment, transfer or dismissal and remuneration.
9. To prepare paperwork or full report of branch operation activities weekly/monthly to the General Manager.
10. Any assigned task given from superior.

**Responsibilities :**

1. Must possess at least a diploma in management and related.
2. At least 5 years' working experience in Security Services Industry.
3. Former police/former army are encouraged to apply.
4. Excellent communication skills (verbal and written In Bahasa Melayu and English); the ability to call, connect and interact with potential clients.
5. IT Fluency (minimum - intermediate skills in Microsoft Excel and PowerPoint).