



Branch Manager – Calgary

As Canada's leading General Services Contractor, providing products and services to conventions and trade shows across the country, GES CANADA is committed to service excellence and the highest standards attainable. We are currently seeking a Branch Manager to work from our Calgary office.

Job Summary

Within the scope of GES Core Values, Plans and Procedures, the Branch Manager of the Calgary Operation is responsible for the timely growth and profitable operation of the Calgary Branch. The Calgary Branch Manager is responsible and fully accountable to the Regional General Manager for the performance of the assigned duties and responsibilities.

Key Responsibilities

- Live and instill the GES Canada Core Values into the Calgary Operation.
- Review and analyze GES Calgary operating results, including profit and loss analysis, to ensure all financial goals and objectives are achieved, as well as take any necessary corrective action to achieve same.
- Responsible for the integrated planning of work, ordering of material, obtaining best prices, resulting in the timely completion of work at a profit.
- Liaison between Show Producers & Facility Representatives to ensure Great Customer Service.
- Responsible for the timely, efficient and profitable staffing of all work.
- Invoicing and month-end closing. Ensure all invoices, purchase orders and expense accounts are entered for jobs that are scheduled to close in the current month.
- Effectively communicate information flow to and from jobs.
- Ensure that the optimum supply of tools and materials are available for the workforce as directed by workload.
- Ensure warehouse and Company vehicles are maintained in a satisfactory operational condition.
- Give leadership to the development and training of personnel within the organization.
- Ensure our employees and others work in a safe and productive manner.
- Conduct performance appraisals with all employees on an annual basis.
- Build long term successful relationships with facilities/clients.
- Internal/External customers are to be treated with respect and receive customer service that exceeds their expectations.

Qualifications

- Bachelor's degree in Business or related field
- Three to five (3 - 5) years minimum management experience
- Excellent command of the English language, verbal and written
- Excellent time management, organization and sales presentation skills
- Experience in the Trade Show/Convention industry preferred
- Microsoft Office savvy

*Interested applicants must submit a resume **by March 6, 2020** to careerscanada@ges.com with the position title in the subject line of the email. We thank all applicants for their interest. Only candidates selected for an interview will be contacted.*

GES is an equal opportunity employer and welcomes applications from all qualified individuals. If you have accommodation needs at this stage of the recruitment process, please advise us as soon as possible by email or by calling 905-283-0567.