

Job Posting – Branch Manager, Long Beach Roofing

(Long Beach, CA)

Columbia Construction Service, Inc. is seeking an experienced manager in the Commercial Roofing industry to support our future growth and sales goals for our Long Beach branch, “Long Beach Roofing, Inc”. Under general direction of the Operations Manager, the Branch Manager is responsible for the overall success and profitability of branch operations, ensuring quality and safety standards are maintained while meeting customer expectations and project deadlines. The Branch Manager supervises all administrative and roofing staff and ensures exceptional customer service is provided by all Long Beach personnel.

The Branch Manager also provides consultative selling and servicing to strategic accounts, partnering with the Sales and Marketing Manager to develop and execute branch sales plans, increase market recognition of and new business opportunities for Long Beach Roofing.

Essential job duties and responsibilities include but are not limited to...

- Manages branch staff in accordance with company policies and values. Participates in hiring and training, creates and supports highly effective working relationships with all branch staff. Partners with HR to create effective performance coaching and regular evaluations, deliver promotions or performance improvement measures, and performs terminations when necessary.
- Schedules and oversees multiple roofing projects using Dataforma project management software. Ensures crews have required materials, tools and equipment for each project. Periodically visits project sites and customers to ensure excellence in quality, safety and customer satisfaction. Regularly communicates project status to management.
- Participates in determining and maintaining annual branch budget.
- Provides consultative selling and servicing of strategic accounts, and supports other Sales team members in the RFP process.
- Provides exceptional customer service and problem resolution, and ensures all branch staff provide same level of service.
- Conducts regular safety meetings and ensures equipment and tools meet safety standards. Ensures all safety rules per company and governmental regulatory agencies are followed, and ensures hazardous conditions are reported and corrected. Maintains CAL-OSHA and SDS compliance.
- Implements improved processes and management methods to generate higher ROI and workflow optimization
- Maintains and monitors fleet vehicles
- Serves as role model for company culture
- Other duties as assigned.

Preferred Knowledge, Skills and Abilities:

- 8+ years of experience in the commercial roofing industry
- Business Administration degree

- Demonstrated understanding of business, sales and accounting principles
- Experience with running multiple large scale commercial roofing projects
- Understanding of project manager principles, practices, techniques and tools
- Excellent communication, customer service, problem resolution and leadership skills.
- Strong MS Office and project management software skills
- Ability to examine and re-engineer operations and procedures, formulate policies, and develop and implement new strategies
- Ability to analyze comprehensive business processes and perform in-depth work analyses to increase business potential.

This position requires a valid driver's license, maintaining good driving record, meeting background check standards and DOT prehire physical and drug screen. This position must be able to lift up to 40 lbs. climb ladders, walk sloped roof surfaces, stoop, kneel, and bend.

Compensation will be based on knowledge, skills and experience. To apply for this position, please click "apply" on the careers page and attach a copy of your resume. Columbia Construction Services, Inc. is an equal opportunity employer.