

Deputy Branch Manager

Records Management

AGS Zambia

The essential goal that underpins everything we do: full customer satisfaction!

AGS is the leading French mobility group with an international presence.

A key player in local and international mobility services in all sectors (corporate, private, diplomats, civil servants, etc.), our strength lies in our expert knowledge of the market, our customer orientation, our global network, and our enthusiasm for international logistics.

In recent years, the AGS Group has expanded its range of service offerings to include a full range of relocation services and high quality physical and digital archiving solutions. All these activities open up exciting new prospects and markets to be developed for a promising future.

Due to our upward trending market presence and growth, AGS is constantly looking for candidates to join in building future success, as our biggest and greatest assets are the know-how and professionalism of our employees.

We are currently looking to recruit a **Deputy Branch Manager – Records Management** for our site in Lusaka, Zambia.

Post Description

Reporting to the local Branch Manager and the International Director of AGS Records Management, you will work closely with the Branch Manager to manage all aspects of Records Management, in order to maintain and develop our service levels and our market share, as well as grow our profitability. This will include, but is not limited to:

- Preparing financial statements and analysis for the branch
- Managing and supervising department employees; responsible for day-to-day supervision and leadership
- Maintain and oversee all banking procedures and processes
- Recruiting, vetting, interviewing, and hiring new employees
- Overseeing approvals of loans, lines of credit, and other fiscal plans
- Assisting with customer service and satisfaction
- Marketing branch within community to attract business
- Record and research all financial information for analysis
- Oversee budget reports, preparation of budgets, and analysis of budgets
- Document and interpret complicated financial information for bank clients
- Advise on procedure and financial management, as well as developing policies
- Oversee financial reports for taxes, regulatory agencies, and other financial groups relating to branch finance
- Forecast and plan according to fiscal needs
- Growing box's numbers and accounts

Candidate Profile / Qualification

A higher-education qualification in Records Management (Archiving) would be an advantage, but is not a necessity. You must have at least 3 years' experience in Records Management. The candidate must be fluent in English. Extensive knowledge of legislation, regulations and best practices governing Records Management; Highly knowledgeable in the field of digital and physical Records Management; Exceptional interpersonal skills; Analytical with an operational as well as business development mindset.



What's on offer?

Salary will be commensurate with the candidate's skills and experience. We offer an attractive commission and annual bonus structure which is based on results and KPIs. The type of contract offered for this role is a Local Contract in the country of posting. Additional benefits are a company vehicle, laptop, and mobile phone.

Are you interested? Send us your application today with your up-to-date CV and motivation letter (including your salary expectation) to jobs.international@mobilitas.org. Please quote the title of the position in the subject line of your email.

General Recruitment Terms and Conditions

Although we appreciate all applications, we can only correspond with short listed candidates. Should you not have received feedback on your application within four weeks of applying, please consider your application unsuccessful. AGS reserves the right to withdraw any advertised vacancies at any time and at its own discretion, as well as the right to not make a placement. Unsolicited submissions from recruitment agents will not be considered. The interviewing and appointment process will take place in accordance with the AGS Group's policies and procedures and may involve several steps.

By submitting your application, you agree and consent to the processing, administration and archiving of your personal data contained in your CV and other application documents, in accordance with the relevant legislation (as may be amended) for the purposes of registration and recruitment of candidates.

AGS strongly promotes diversity in our workforce, and applications from all sectors of society are encouraged.