



The Massage Company, LLC

Job Description Form Rev 1/07

Job Title: Branch Manager

Job Description:

Under general direction, plans, directs and oversees the daily operations of one or more branches of The Massage Company.

Reports to: General Manager

The primary responsibilities of the position include, but are not limited to:

- Manage all aspects of the day to day operations of The Massage Company location(s).
- Directly supervise and manage all branch employees and massage therapists.
- Responsible for creating and maintaining Front Desk staff work schedules.
- Work with the Human Resources Department to recruit, train, manage and retain qualified Massage Therapists and Front Desk Coordinators.
- Maintain high levels of Customer Service.
- Maintain Helios software within location.
- Ensure cash management and banking protocols are followed.
- Work under the direction of the General Manager to reach sales revenue goals and profitability goals for the branch.
- Implement and maintain all policies and procedures of The Massage Company.
- Responsible for covering any shifts left vacant by an absent Front Desk staff member.

Compensation:

- Pay Range: Starting at \$28,000 per year salary, paid bi-weekly
- Quarterly incentive plan beginning first full quarter of employment
- Paid Time Off beginning with 11 days per year increasing according to The Massage Company's PTO policy.