



Title: **Assistant Branch Manager**

Location: Salt Lake/Murray, UT

Summary: A Home Medical Equipment Assistant Branch Manager is responsible for partnering closely with the branch manager with the day-to-day operation of their department, including customer service, inventory control, staff supervision, and other management responsibilities. The Assistant Branch Manager will also be responsible for the development of staff members and provide extensive coaching and training. The assistant manager will be responsible to maintain an ongoing comprehensive working knowledge of the company's merchandise and equipment, along with and understanding of reimbursement. Also, help develop, retain, train, and motivate personnel. The assistant manager is a position of trust and a key leadership role.

Education:

- Associate's degree preferred
- Experience in DME industry or medical field preferred, though not required

Experience/Knowledge/Personality:

- Good oral & written communication skills.
- Effective decision-making and performance management.
- Able to effectively supervise, counsel, and motivate employees.
- Able to plan and prioritize personal and branch daily work schedule.
- Demonstrated knowledge and experience working with computers.
- Experience working with Excel and PowerPoint
- Knowledge of Medicare and Medicaid or other medical insurance billing requirements.
- Able to function as a polite & cooperative team member with a positive attitude.
- Able to maintain confidentiality.

Responsibilities and Duties:

- Responsible for assisting in the development and implementation of branch goals and budgets for growth of branch revenue in conjunction with company vision.
- Responsible for maintaining complete and accurate files on all customers to insure efficient billing and follow-up care according to company policy.
- Responsible for assisting in hiring, training and providing continued education of staff within the branch.
- Responsible for accurate, timely deposits of all cash receipts and for forwarding payment information to the home office in a timely manner.
- Responsible for maintaining proper branch inventory levels and efficient, timely ordering of inventory items.
- Responsible for maintaining a well-organized retail area that reflects the company's standard for excellence.
- Responsible for being on call as per company policy.
- Responsible for AUDIT documentation and reporting.
- Responsible for FDA Compliance within the branch.
- Responsible for The Joint Commission compliance.
- Perform other duties as deemed appropriate by management.

On Call:

- Periodically be available for non-office hours.
- Available for home/office visits.
- Good driving record required.

**To Apply:** Well-qualified individuals, please send your resume to [HR@Alpinehme.com](mailto:HR@Alpinehme.com).

Please include in the subject line of the email: "**Asst. Branch Manager – Salt Lake**"