



THE AGRICULTURAL SOCIETY OF KENYA

“Your Agricultural and Trade Partner of Choice”

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EXTERNAL ADVERTISEMENT

POSITION: Branch Manager

Reports to: Chief Executive Officer

Duty Station: ASK Machakos Branch

The Agricultural Society of Kenya (ASK) invites applications from suitably qualified and interested candidates for the position of a **Branch Manager**.

Key Responsibilities

The successful candidate will be responsible for:

- Overseeing the smooth running of branch operations and supporting business growth.
- Supporting business planning, revenue improvement and cost management at branch level.
- Ensuring quality service delivery, customer growth and retention.
- Managing branch information and ensuring timely and accurate reporting to Head Office.
- Ensuring compliance with ASK policies, procedures, rules and regulations.
- Supervising branch staff and promoting effective teamwork and service delivery.
- Supporting continuous improvement of branch processes and services.
- Promoting awareness and visibility of the Society at branch level.
- Performing any other duties as may be assigned from time to time.

Minimum Requirements

Applicants should:

- Hold a **Bachelor’s Degree in Business Administration, Marketing or a related field** from a recognized institution.
- Have a minimum of **four (4) years’ relevant work experience**, preferably in a similar operational or branch management environment.
- Demonstrate strong **leadership, management and people management skills**.
- Have good **planning, organizational and time-management skills**.
- Demonstrate strong **problem-solving and decision-making abilities**.
- Possess effective **communication and interpersonal skills**, including conflict resolution skills.
- Demonstrate high standards of **integrity and ethical conduct**.
- Be able to manage multiple priorities and work effectively under deadlines.
- Demonstrate the ability to work effectively both independently and as part of a team.

How to Apply

Interested and qualified employees should submit their applications with an updated CV, to careers@ask.co.ke by **25th October 2026**.