Business Manager

Job Description:

The role of a Business Manager is to supervise and lead a company's operations and employees. They perform a range of tasks to ensure company productivity and efficiency including implementing business strategies, evaluating company performances, and supervising employees.

Job Responsibilities:

* Assess and identify new opportunities for growth in current and prospective markets.
* Establish the company’s goals and objectives.
* Recruit and train new employees.
* Perform regular employee evaluations to determine areas of improvement.
* Design business strategies and plans to meet the company goals.
* Make sure that the company has sufficient resources such as personnel, material, and equipment.
* Develop a comprehensive company budget and perform periodic budget analyses.
* Ensure all company activities adhere to legal guidelines and policies.
* Assess overall company performance.
* Set business goals and objectives according to company's needs
* Create business plans and develop business strategies to achieve the business goals
* Coordinate and oversee the execution of company operations
* Suggest improvements in order to upgrade for company operations process
* Oversee employees and give them constructive feedback and suggestions for improvement
* Build long-term relationships with all key stakeholders
* Ensure that company has the adequate and suitable resources needed to complete its activities
* Collect, research, track and analyze relevant business data
* Write and present reports with findings and insights
* Perform complex analysis of overall company performance
* Serve as a face of the company when attending business events and conferences
* Adhere to all relevant laws and internal policies

Job Qualifications:

* Bachelors in business administration, finance, or related field
* Masters in business administration, finance, or related field preferred
* Experience as a business manager

Opportunities as a business manager are available for applicants without experience in which more than one business manager is needed in an area such that an experienced a business manager will be present to mentor.

Job Skills Required:

* Sufficient knowledge of modern management techniques and best practices
* Awareness of industry laws and regulations
* Ability to meet sales targets and production goals
* Familiarity with industry’s rules and regulations
* Excellent organizational skills
* Results driven and customer focused
* Leadership and human resources management skills
* Ability to resolve personnel issues
* Good communication skills
* Team player