



Business Manager wanted

About us

After 10 years of sustained expansion, we are seeking the assistance of an experienced Business Manager to join our team and form part of the next phase of growth. This is a fantastic opportunity to use your business, management and marketing acumen and your vision of a changing environment within a supportive and friendly organisation.

Our value proposition is to assist our clients to improve the movement of people and vehicles (cars, bicycles, public transport) around, into and out of their properties. Our website (ptcconsultants.co) provides extensive details on our services, experience and team.

We value our staff and reward them appropriately with a highly attractive salary package and a range of benefits.

We have a strong commitment to the wellbeing of our team and strive to engage with everyone in the organisation. For example, we have established a health and wellbeing policy, a mentoring program, various social activities and professional development.

The role

The role of a Business Manager is a key part of the management team and you will be responsible for the analysis and improvement of organizational processes. Your role includes overseeing the company's financial affairs as well as a range of tasks to ensure company productivity and efficiency.

You will also be assisting the directors with HR duties such as recruiting and onboarding new staff, conducting regular performance evaluations and promoting a company culture that encourages morale and performance.

Although our preference is for a full-time role, we are open to other options such as flexible hours, etc. depending on the quality and calibre of the candidate.

Responsibilities

- Assist in implementing the company's goals and objectives.
- Design business strategies and plans to achieve the company goals.
- Work with the directors to assess and identify new opportunities for growth in current and prospective markets.
- Ensure that the company has sufficient resources such as personnel, material, and equipment.
- Develop a comprehensive annual company budget and prepare monthly reports containing performance analysis.
- Oversee accounting functions, assess overall company performance and work with external accountants to prepare year-end financial reports.
- Develop, implement and review operational policies and procedures.
- Ensure all company activities adhere to legal guidelines and policies.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Perform regular employee evaluations to determine areas of improvement.
- Onboarding of new employees.
- Support team communication with the management team.
- Help promote a company culture that encourages top performance and high morale.

Requirements

- Bachelor's or Master's degree in Business, Business Management or other related fields.
- 5 years' experience in a similar position.
- Proven ability with financial and budgetary processes.
- Outstanding leadership abilities.
- Superb written and verbal communication skills.
- Working knowledge of the latest business and employment policies and regulations.
- Demonstrable analytical thinking & business insight.
- Strong capabilities with database and information systems software would be a plus.

- Previous data analysis experience.

Apply

Please email your application (resume and a brief cover letter demonstrating your interest in the position) to cristina.lynn@ptcconsultants.co