

Search #977 Business Manager

Organization

Our client is an industry leader in health and wellness support. They have been in business for over 40 years and as a growing private company, they continue to strengthen their position as a quality provider in Southern Alberta.

Why Consider This Role?

- Your role is critical to the success of the company.
- Reporting to the partnership, your advice and knowledge are important.
- As a dynamic organization, attitude, adaptability, initiative, creativity, and work ethic are hallmarks of the founders, and will benefit your career growth.

Team Dynamics

Based in the Calgary office, the new Manager will report to the Partners, work closely with staff ensuring the details of your responsibilities meet/exceed execution of your contribution to the business plan.

Activities and Responsibilities

This position is the leadership for business analysis, reporting, and human resource matters of the company, along with coordination of government agencies and suppliers. As this is a hands – on role, you will prioritize your time in:

- Business Management
 - Monthly and annual performance reviews utilizing industry software to create reports.
 - Inventory, billing, pricing updates, coordinate equipment repair and new equipment purchase.
 - Industry compliance, including confidential medical reporting.
 - Continuous improvement of processes and systems.
- Communication
 - Professional correspondence, website/social media management.
- Human Resources
 - Personnel-related policy maintenance, interviewing and hiring.
 - Client dispute resolution.
- Governance, such as support with meeting organization, coordination with other managers.

Qualifications and Experience

Following your degree in a business discipline, you'll have 12-15 years of demonstrated, progressive roles. Your background will include business analysis, human resources, office management in a midsize medical business. You demonstrate proficiency by being promoted to increasing levels of responsibility. You're a self-starter with the ability to contribute at a detailed operational and corporate levels. Strong leadership and interpersonal skills to effectively balance assertiveness and diplomacy. Strong problem solving and decision-making skills. You are comfortable with MS Office, and database support.

Compensation

Our client has a market competitive salary, plus benefits and matching RRSP. For the right candidate there is also the potential for bonus.

***To Advance your career reply in confidence
to Trevor Johnstone (403) 539-9420 trevor@jres.ca***

Empowering your company with the finest people!