



## Business Manager

*Pacificus is a dynamic environmental consulting company that has a team approach to conducting our client services. We have registered professional biologists, biologists, technologists, and commercial divers on our team that conduct assessments, provide recommendations, and assist clients through developments.*

**Position:** Business Manager

**Position Term:** Full-time, Year-Round

**Hours:** 40 hrs / week

The position of Business Manager will provide a strong administrative and management role for Pacificus, with a unique opportunity to build our business around Campbell River and Vancouver Island. The ideal candidate should be capable of making all aspects of the business run more efficiently - from marketing, human resources, sales, and finance. Interpersonal skills and leadership capability are paramount. The ideal candidate will be able to identify new opportunities in the area.

### **Business Manager Core Duties:**

- Examine new opportunities in current and potential markets,
- Maintain relationships with current clients and identify new prospects within the area,
- Prepare financial information to support opportunities,
- Identify human resource needs (hiring, training, etc.) as well as other resources to realize opportunities,
- Work with other managers to create long-term company strategy,
- Assistance with proposal development and marketing materials,
- Communicate with the Owner and Operations Managers to ensure client service.

### **Roles & Responsibilities:**

- Represent Pacificus at relevant business and work opportunities / events,
- Manage staff, projects, and client relations in the Campbell River office,
- Provide company communications support (social media),
- Provide frequent operational reporting: financial; project management, human resources,
  - Assist with financial management of Campbell River operations. Expenditures, staff time / overtime
  - Track project progress
- Ensure general maintenance of the Pacificus office. Responsible for office esthetics, supplies and materials, personal spaces, in order to ensure functionality of the space and professional appearance.



### **Business Manager Job Expectations**

- Strong organizational, time management, and decision-making skills,
- Providing exceptional customer service and actively seeking means to improve client services,
- Managing staff, schedules, budgeting and reporting,
- Interest in sharing information with others about services and expertise that Pacificus has to offer and building opportunities for Pacificus within the Campbell River area.
- Strong understanding and skill using Gmail, Outlook, Excel, Word, PowerPoint, comprehensive web browsing abilities
- Exhibit strong communication skills, both written and verbal
- Dedicated to the delivery of outstanding customer service
- Capable of working constructively independently, as well as in a team setting
- Able to adapt to a changing work environment, and thrive in challenging, fast-paced work environments
- Team player, as well as comfortable leading a team.

Salary commensurate with experience, benefit package included. Closing date for this posting is Monday December 10, 2018

Please submit cover letter and resume to [info@pacificus.ca](mailto:info@pacificus.ca)