

WEST MONT JOB DESCRIPTION

JOB TITLE: Business Director

HOURS/WEEK: 40 hr per week

DEPARTMENT: Operations

IMMEDIATE SUPERVISOR: VP of Operations

WORK SCHEDULE (HOURS): 8:00 – 4:30 Monday-Friday or as needed to complete task(s)

FLSA: Nonexempt

Revised date: 5/29/2020

JOB SUMMARY:

Under moderate supervision, serve the needs of the entire organization in the form of designing business strategies and managing all day-to-day operations to guarantee company efficiency with all products and contracts that we have currently. Ability to look outside the box for other opportunities that would allow more work for our clients and revenue for the bottom line. Superb interpersonal and leadership skills are vital for this role, as good teamwork is important for our business success. Also be an excellent written and verbal communicator and possess the ability to identify opportunities for growth.

REPORTING RELATIONSHIP:

The Business Director is directly responsible to the VP of Operations and will have a close working relationship with all West Mont Vocational staff.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:

- a. Support and uphold the West Mont Mission, Vision and Core Values.
- b. Assess and identify new opportunities for growth in current and prospective markets.
- c. Design business strategies and plans to meet the company goals.
- d. Make sure that the company has enough resources such as personnel, material, and equipment.
- e. Develop a comprehensive company budget and perform periodic budget analyses with VP of Finance and VP of Operations.
- f. Ensure all company activities adhere to legal guidelines and policies.
- g. Provide market feedback to the Leadership team regarding competitive offerings, prospect needs and generate product development needs.
- h. Planning and coordinating the implementation of business plans and penetration of new markets.

REQUIRED QUALIFICATIONS:

- *Bachelor's Degree in Business Management or Public Administration*
- *Minimum of 3 years' experience in a marketing and product development*
- *Possess a valid driver's license and be insurable*

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- *Excellent written and verbal skills.*
- *Demonstratable analytical thinking & business insight.*
- *Must be reliable with good organizational and time management skills and be able to prioritize and follow projects through to the finish with minimal supervision. Must be able to effectively evaluate given situations and respond appropriately. Must always exhibit pleasant personality and demeanor.*
- *Attention to details required for proper processing of job functions. Flexibility required to prioritize multiple tasks and follow through to completion in a busy office environment. Works with repeated interruptions.*
- *Must have strong work ethic and be detail oriented, professional attitude, and reliable.*

- *Ability to work independently and with a team in a fast paced and high-volume environment with emphasis on accuracy and timeliness.*

WORK ENVIRONMENT AND PHYSICAL EFFORT:

- *The noise level in the work environment is usually moderate.*
- *No or very limited physical effort required.*
- *No or very limited exposure to physical risk.*
- *May be subjected to frequent interruptions.*
- *May be subjected to hostile and emotionally upset clients and personnel.*
- *No or very limited physical effort required.*
- *No or very limited exposure to physical risk.*

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of this position and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

I have read this job description and fully understand the requirements. I hereby accept the position of Business Director and agree to abide by the requirement(s) set forth and will perform all duties and responsibilities to the best of my ability.

Signature of Business Director

Date

Signature of Supervisor

Date