

Business Manager – Don't Sweat It Services - Job Posting

Don't Sweat It Services is a social enterprise of posAbilities that provides quality year-round services to the Community. The Business Manager will strive to achieve a triple bottom line by providing environmentally-responsible, quality home and garden maintenance services to customers in Greater Vancouver, while providing flexible, supported, employment to persons with developmental disabilities. The Business Manager of Don't Sweat It Services reports to the posAbilities Program Director

EDUCATION

- A university degree or equivalent in business or the humanities.

EXPERIENCE AND QUALIFICATIONS

- Minimum 5 years experience in business or social services management.
- A strong commitment to the philosophy and values of posAbilities. This includes a commitment to inclusive community living for persons with mental or physical challenges.
- Experience in business management, preferably in running a small business; strong entrepreneurial drive.
- Knowledge of marketing and business development.
- General administration experience, including budget management, accounting and payroll
- Well-developed organizational skills, flexibility and the adaptability to successfully manage a number of projects simultaneously.
- Strong sales and customer focus.
- Ability to establish and maintain harmonious relationships with people from a wide variety of backgrounds.
- Demonstrated ability to interact effectively with crew with disabilities and multiple barriers.
- Demonstrated leadership and team building skills.
- Excellent interpersonal skills and ability to work both independently and in a team setting.
- Maturity, tact, good judgment, professionalism and problem-solving abilities.
- Reliability, consistency and initiative.
- Proficiency in MS office Suite, accounting software (e.g. Quickbooks) and customer relationship software.
- Strong verbal and written communication skills.
- Ability to motivate and inspire others.
- Supervisory skills, conducting performance reviews of crew members and Site Supervisors.
- Gardening, landscaping or recycling knowledge and experience would be a strong asset.

Requirements

- Mandt Training
- Current CPR and First Aid Certification (or ability to obtain)
- Current TB Test and Medical Clearance
- Valid BC driver's license and use of a motor vehicle during working hours
- Class 4 Unrestricted Drivers license (or ability to obtain); clean driving record

posAbilities is an equal opportunity employer, this position is open to both female and male applicants. The successful applicant must have a Criminal Record Search completed and reviewed by the Chief Executive Officer (CEO) or designate.