



Sample Job Profile

Job Title: **Junior Business Manager**

Job Type: Full-time

Job Summary:

We are seeking a highly organized and driven Junior Business Manager to join our team in the food manufacturing sector. The role will support the overall management of business operations, contributing to strategic growth, and ensuring efficiency in day-to-day activities. This is a fantastic opportunity for a motivated individual looking to develop their career in business management and play a key role in the success of the company.

Key Responsibilities:

- **Business Development Support:** Assist in identifying and pursuing new business opportunities, including expansion into new markets, partnerships, and product lines.
- **Operational Management:** Work closely with various departments (Production, Sales, Finance, etc.) to ensure smooth operational processes and implement improvements where necessary.
- **Project Management:** Manage small to medium-sized projects, ensuring deadlines are met, budgets are adhered to, and stakeholders are kept informed.
- **Financial Analysis:** Support the Senior Business Manager in monitoring budgets, preparing financial reports, and analysing profitability and performance metrics.
- **Customer Relationship Management:** Help maintain relationships with key clients and partners, providing high levels of customer service and support to grow long-term partnerships.
- **Market Research:** Conduct market research to keep up to date with industry trends, customer demands, and competitor activities.
- **Team Support:** Provide support to the senior management team by preparing reports, presentations, and key business documents.
- **Compliance and Regulatory:** Assist in ensuring that the company complies with all relevant food safety standards, legal regulations, and industry certifications.
- **Continuous Improvement:** Identify and recommend opportunities for operational efficiency improvements within business processes.
- **Sales Support:** Assist the sales team in preparing proposals, pitches, and client meetings, and contribute to achieving sales targets.

Key Skills and Competencies:

- **Business Acumen:** Strong understanding of business operations, finance, and strategy with the ability to identify growth opportunities and areas for improvement.
- **Communication:** Excellent verbal and written communication skills, with the ability to interact confidently with internal teams, clients, and stakeholders.
- **Problem-Solving:** Analytical mindset with the ability to solve operational and strategic challenges efficiently.
- **Leadership Potential:** Ambition to grow into a leadership role, with the ability to take initiative and manage small teams or projects.
- **Time Management:** Ability to prioritize and manage multiple tasks, ensuring deadlines are met in a fast-paced environment.
- **Collaboration:** A team player who works well with cross-functional teams, fostering a culture of teamwork and mutual respect.

Qualifications:

- **Educational Background:** A degree in Business Management, Operations, Finance, or a related field is preferred.
- **Experience:** 1-2 years of experience in a similar role, preferably within the food manufacturing, FMCG, or related industries.
- **IT Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). Experience with ERP systems or project management software is a plus.
- **Knowledge:** Basic knowledge of the food manufacturing industry, production processes, and regulatory compliance is desirable.

Benefits:

- Competitive salary based on experience
- Performance-based bonus opportunities
- Pension scheme
- Health and wellness programs
- Opportunities for career development and advancement
- Employee discounts on company products