



Business Manager Build Up Saskatoon

Full Time Position (40 hour/week)

Pay range: \$45,000 to \$50,000 annually plus benefits

Quint Development Corporation and STR8 UP Inc. are partnering to form a social enterprise called **Build Up Saskatoon (BUS)**. BUS's objective is to launch a successful social enterprise sector in Saskatoon that will train and employ people who are not able to access the labour market into gainful employment.

What is Social Enterprise?

A social enterprise is an organization that uses common business practices, but instead of having profit as the primary goal, uses social objectives as their primary purpose. Social enterprises use the power of the market to create training and employment opportunities for people with multiple barriers to employment.

Overview of the Position

The Business Manager oversees Build Up Saskatoon's development and ensures that it is productive and profitable. S/He explores new business opportunities, and oversees all operations of the business. S/He sets the tone for a healthy work culture, ensures quality work and service for our customers, and skills development for jobsite Trainees. The business manager is a relationship builder and maintainer, working with and developing clients, increasing engagement with our mission.

Job Duties:

Reporting to the Management team (executive directors of Quint and STR8 UP) the business manager will manage the day to day operations of Build Up Saskatoon by:

Business Development

- Exploring potential clients to create sustainable work volumes for crews.
- Assessing new business opportunities, examining feasibility and sustainability.
- Leading presentations to boards, purchasers, or potential campaign-level clients.
- Reviewing public purchasing portals (e.g. MERX) for opportunities that fit Build Up Saskatoon's mission of creating sustainable, repetitive work for training and employment opportunities.
- Engaging in public requests for proposals and bids for larger jobs.

Relationship Management

- Supporting the management team, as a public face for Build Up Saskatoon.
- Working with existing purchasers and clients, creating a team-environment, ensuring long-lasting relationships

- Addressing any concerns that BUILD's clients may have in regards to performance or products.
- Working with other Social Enterprises to assist with business development, and growth management.
- Exploring potential job opportunities for trainees.
- Networking in the construction trades sector.

Supervision

- Conducting on-site inspections of work, addressing deficiencies and worksite issues.
- Addressing safety concerns and incidents
- Ensuring all work is being conducted in a professional and timely manner.
- Coaching and training staff in creating healthy teams.
- Ensuring that all human resource functions including annual performance evaluations and required disciplinary actions are carried out in keeping with the organization's policies.
- Ensuring all work crews are appropriately staffed with Trainees.

Administration

- Conducting cost analyses on all work done in Build Up Saskatoon's enterprises.
- Reporting and addressing progress and difficulties with our clients.
- Conducting site visits for the creation of work estimates for clients.
- Pricing change orders for work sites, and presentation to clients.

Education, Skills and Experience

- Knowledge of community economic development, labour market needs and support services that address employment barriers in Saskatoon.
- An understanding of the issues faced by people who are marginalized and face barriers to employment
- High level of computer literacy in MS Office Applications; Word, Excel, Power Point, Outlook and internet
- A relevant post-secondary education (e.g. Business Management, Project Management)
- A valid driver's license and access to a vehicle is mandatory
- A minimum of five years' experience in management.
- Experience in sales and/or marketing an asset.
- Demonstrated communication skills, both verbal and written, including public speaking.
- Ability to multi-task and manage competing timelines effectively.
- Superior assessment and problem-solving skills.
- Knowledge of the construction industry.
- Willing to obtain a criminal record check and a child abuse registry check.

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates.

To apply: submit your resume and cover letter by **4 p.m. Wednesday, January 31, 2018.**

Email: info@quintsaskatoon.ca | **Fax:** 306-683-1957

Address: 101-1120 20th street West Saskatoon, SK S7M 0Y8

Only applicants interviewed will be contacted for an interview