

Job Description

Job Title:	Business Manager
Department:	Engineering Society
Reports To:	President, Engineering Society
Jobs Reporting:	C&D Supervisors (2), C&D Part-time Staff, Office Staff, RigidWare Staff
Salary Grade:	USG 8
Effective Date:	June 2019

Primary Purpose

The Waterloo Engineering Society is a representative body on behalf of approximately 9000 students, whose goals is to enrich the lives of the undergraduate engineering students outside of their academic commitments, as well as to provide student input to the academic directions of the faculty and University where appropriate. The society is composed of an elected executive team, and approximately 50 commissioners and directors who are responsible for providing representation, events and services for engineering students. The Waterloo Engineering Society Business Manager is responsible for the general management of the Engineering Society including administration, financial management and staff liaison. This position is crucial to maintain financial and service-related credibility and continuity for the Society from term to term. As such, this position involves providing guidance to the executive on issues surrounding the Society's goals and expectations. The Business Manager is designated by the Engineering Society Constitution as a non-voting Director on the Board of Directors, providing direction regarding strategic review and planning of the organization. The Business Manager is accountable to the on stream society President.

Key Accountabilities

Financial Administration

- Develops and maintains detailed operating budgets for General, C&D, A- and B- Society accounts, as well as managing the financials of Iron Warrior, the Engineering Capital Improvement Fund, the Engineering Society's Sponsorship program, financial tracking for the Waterloo Engineering Endowment Fund
- Responsible for the preparation and oversight of the annual audit of the Society by the Waterloo Undergraduate Student Association (WUSA), and responds to findings of external auditors and fee administration
- Maintains clear, transparent communication with the student body regarding funding allocations and procedures

Oversees Operations of the Engineering Society Office

- Promotes efficient day-to-day operations of all units by providing advice and support to Executive and staff
- Manages the staff cycle of recruitment, evaluation, promotion and retention of staff
- Serves as a resource to the Executive, staff, and Board of Directors for the interpretation and application of University of Waterloo (UW) policies and procedures and Engineering Society by-laws, policies and procedures
- Ensures Society follows all Health and Safety and Food Safety policies and procedures as outlined by WUSA, Occupational Health and Safety Act of Ontario and the University of Waterloo

Oversees operations of RigidWare

- Manages the staff cycle of recruitment, evaluation, promotion and retention of staff

Job Description



- Manages all procurement and requests for stock, tool loan program
- Liaises with Print and Retail Solutions and Sedra Student Design Center to coordinate operations and initiatives, training
- Sets operations and business targets for staff

Oversees Operations of the two Engineering C&Ds

- Manages the staff cycle of recruitment, evaluation, promotion and retention of staff
- Accountable for the financial success of the Engineering C&Ds, and cash and inventory control
- Strategic planning of the C&D including continuously developing menu and forecasting and planning for major capital expenditures and upgrades
- Maintains inventory and appropriate price levels on the point of sale (POS) back end
- Facilitates all major ordering and receiving from suppliers
- Sets operations and business targets for staff

Advisement and Strategic Planning

- Advises and contributes to the strategic development, implementation, and oversight of services and programs in support of the Society's mission, values, vision, and long range plan
- Identifies and provides information about emerging and ongoing situations and monitors or follows up on these situations as required
- Advises on the feasibility and implications of implementing Executive, Council, Board, and members ideas, initiatives, and decisions
- Contributes to project management and contract negotiation where applicable for efficient implementation of initiatives

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Bachelor's degree in a discipline related to business administration or finance is an asset or equivalent combination of education and experience

Experience

- 5-10 years of progressive experience in a senior management role. Demonstrated experience in financial management and human resources management is necessary. Experience in information technology management, retail and hospitality management, marketing management, and project management will be considered assets

Knowledge/Skills/Abilities

- Must possess strong client service focus and sensitivity to diversity
- Exceptional organizational skills with the proven ability to work on multiple projects with competing demands
- Demonstrated aptitude for successfully working in a team-oriented environment
- Demonstrated sound judgement, tact, discretion and professional integrity
- Exceptional interpersonal and communication skills
- Proven problem-solving abilities, conflict management skills
- Working knowledge of and a familiarity with the University of Waterloo and collegial processes and policies an asset

Job Description



-
- | |
|--|
| <ul style="list-style-type: none">• Intermediate to advanced knowledge of Microsoft Office including Outlook, Word, Excel and PowerPoint, Point of Sale (POS) Systems, accounting software Sage50, Workday |
|--|

Nature and Scope

- **Contacts:** Approved vendors of the Engineering Society, various University of Waterloo departments, particular the Office of the Dean of Engineering, Plant Operations, and Police Services
- **Level of Responsibility:** Staff management, strategic
- **Decision-Making Authority:** Reports only to the Executive and the Board of Directors, strategic and business administration decisions for the C&Ds and RigidWare, and Human Resources authority for the Engineering Society
- **Physical and Sensory Demands:** Sitting at a desk, travel between buildings
- **Working Environment:** Office based