



JOB Description

Position Title: Business Affairs Manager

General Scope of Position:

This position will report directly to the Director of Operations and have responsibility for supporting day-to-day Operational requirements as well as projects and imperatives as assigned.

The employee in this role will in large part execute transactional and project-related responsibilities such as invoicing, purchasing, administrative functions, regulatory support, production fulfillment, reporting and inventory control, but may also be called upon to support new Operational initiatives and Research and Development.

The Business Affairs Manager will support the company's ability to rapidly respond to operational opportunities, and will also support operations changes that mutually benefit customers and the Company.

Specific Responsibilities:

- Operations Documentation: Draft and revise policy and procedure documents based on information and direction provided by the Director of Operations.
- Report Execution: Produce and provide to stakeholders reporting that supports business initiatives. Recipients may be internal or external to the company. Acquire raw data from vendors or direct research, and perform data extraction and analysis as assigned.
- Purchasing: Support the purchasing of inventory to ensure production readiness, as assigned. Work with Plant Manager and vendors in support of efficient procurement. Source and purchase transportation for employee travel.
- Facilities Management: Ensure maintenance, efficiency, and functionality of company properties within scope of responsibility. Identify facility cost-savings opportunities.
- Financial Transaction Execution: Enter into the Customer Relationship Management system data related to sales and other financial transactions. Produce invoicing, enter approved credit transactions, enter sales order information, enter inventory control information.
- Vendor Management: Interface positively with operations vendors and internal team members in support of production and projects. Manage vendor performance to contractual expectations within scope of responsibility.
- Project Management: Support development and execution of projects as assigned. Manage timeline, communicate deliverable due dates to stakeholders, execute related individual responsibilities to ensure timely completion with high quality.
- Teamwork: Work effectively with the Director of Operations and all other company personnel.
- Relationship Building: Promote the company and acquire information for its advancement through attendance at trade shows, conferences and other important functions.
- Work with Director of Operations in pursuing partnerships and licensing arrangements.
- Other duties as assigned

Personal Attributes:

The Business Affairs Manager must exhibit excellent character, integrity, and attention to detail, adhering to the highest standards of accuracy and precision in the execution of operational transactions, and exercising extraordinary care and due diligence in safeguarding the intellectual and other property of the company.

A developing understanding of operational strategy, process and production management, financial and business reporting, and business technology is expected. The individual will have a strong team orientation and support an environment in which the sharing of ideas and talent is encouraged and welcomed. This person will have excellent communication and presentation skills, take initiative, and set high personal standards. Good listening skills and an ability to work cross-functionally is important. The Business Affairs Manager will execute duties and represent the company with professionalism at all times.

Experience and Education Required:

Bachelor's degree and 3 years of administrative or operations experience is required.

Proficiency in Microsoft Office applications is required, advanced proficiency preferred. Experience with Customer Relationship Management software is required, relational database package experience is preferred.

The candidate for the Business Affairs Manager position will optimally have experience executing - if not developing- reporting related to financial and production analysis, market intelligence, sales performance, and production metrics. Experience producing other types of reporting may be considered sufficient if aptitude for expanding reporting capability is demonstrated.

The role requires professional written and verbal communication and interpersonal skills. The ability to communicate and interact with officials at all levels and to work effectively with a wide range of external vendors and supporting entities in a diverse market community is necessary.

The role requires willingness to work a flexible schedule and travel