



JOB DESCRIPTION — BUSINESS MANAGER

Amarac Nigeria

Amarac is a global leader in information technology. We leverage technology to help businesses grow, communities thrive, and people prosper. Our culture is built on tenets that derive from the Golden Rule, a culture driven by people with different backgrounds, serving our clients with innovative solutions that solve their business problems, create stability, and drive growth.

Amarac Technology Solutions Limited, a subsidiary of **Amarac Technologies Incorporated**, consistently stands out in a competitive marketplace as an employer of knowledgeable, highly skilled, and competitive talent. We are a company that provides tailored IT solutions that enhance businesses and empower their employees. At the core, our job is to help remove obstacles that inhibit efficiency and productivity. As you consider the value of working for Amarac, we encourage you to remember that our dynamism, winning attitude, and strong performance will maximize your potential.

Position Summary/ Essential Duties and Responsibilities:

The Business Manager will be responsible for supervising, controlling, and directing personnel and activities at Amarac's Port Harcourt branch office. He or she will be responsible for implementing company policies and operational processes, supervising all daily activities to keep the business of the branch productive, efficient, and organized at all times, and conducting performance evaluations. The Business Manager will also be responsible for leading the branch in setting and meeting goals, including sales and marketing goals, developing new business opportunities to aid in Amarac's expansion and competitiveness in the marketplace.

The Business Manager will collaborate closely with staff members daily to monitor all the projects and tasks performed by members of staff and contractors and identify any potential areas for improvement. Duties will also include talent acquisition, development, and retention.

In addition to the above, the Business Manager's responsibilities will include:

- Developing plans, gathering resources, mobilizing, and effectively executing those plans
- Business development (lead generation, new customer acquisition, customer retention, cross selling, etc.)
- Helping the sales and marketing teams achieve target goals
- Identifying and correcting gaps in the operational processes
- Managing project budgets, billing, collections, and the financial performance of engagements
- Establishing clear definitions and measurements of success

- Collecting financial and operational data used for reports and analytics
- Producing weekly, monthly, quarterly, and annual reports and analytics to measure productivity and KPI
- Leveraging all the technologies at his or her disposal to drive efficiency and productivity
- Reporting expenses, activities, results, market position, and projections accurately and promptly
- Creating and executing effective sales and marketing tactics to achieve target goals
- Assisting in producing the annual budget for the managing director
- Ensuring that the staff observes company policies and operational processes and utilizes the available resources in performing their duties
- Managing the hiring, onboarding, and training of employees to maintain an optimum and productive workforce
- Effectively recruiting, directing, and managing the sales and marketing teams

Qualifications:

- Bachelor's or Master's degree in Business Administration, Accounting, Marketing, or equivalent experience
- 3+ years of experience in business management or sales and business development (preferred)
- Proficient in Microsoft productivity tools (Office, Teams, SharePoint, and Outlook)
- Sales and marketing experience
- Good leadership skills
- Strong organization skills and ability to manage competing priorities
- Strong analytical skills and ability to think outside the box
- High degree of integrity and strong moral character
- Good personal computer skills
- Ability to keep up with technologies
- Adaptability and flexibility
- Good client-facing communication
- Team player
- Ability to work in a fast-paced environment and deliver tasks on tight schedule
- Goal-oriented, self-motivated, and self-directed

Interpersonal Skills:

- Must be self-motivated and goal-oriented
- Attention to detail and proven ability to follow through
- Strong analytical, organizational, and problem-solving capabilities
- Ability to work on multiple projects and priorities concurrently
- Requires minimal supervision and motivation
- Ability to work collaboratively on team-based projects
- Proven relationship-building skills and high energy level
- Excellent oral and written communication skills

Employment Type: Full-time

Benefits:

- Employee assistance program
- Two weeks paid time off (vacation)
- Three days of paid time off (sick time)

Schedule:

- 8-hour shift (9 AM – 5 PM)

Work Location:

- Port Harcourt, Nigeria

Eligibility Requirements:

- Interested candidates must be 18 years of age or older
- Must be willing to submit to a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation, if applicable
- Must have unrestricted work authorization to work in Nigeria. For employment opportunities in Nigeria, Amarc hires Nigerian citizens, permanent residents, asylees, refugees, and temporary residents. Temporary residence does not include those with non-immigrant work authorization, such as students in practical training status. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill. Amarc will require proof of work authorization
- Must be willing to execute Amarc's Employee Agreement or Confidentiality and Non-Disclosure Agreement which requires, among other things, post-employment obligations relating to non-solicitation, confidentiality, and non-disclosure

Amarac offers competitive salaries and some benefits, employee assistance program, career development, and training programs. *Amarac believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any applicant because of race, color, sex, gender, disability, national origin, religion, creed, age, marital status, citizenship, or veteran status. Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to, recruitment, hiring, training, promotion, transfer, demotion, compensation, benefits, layoff, and termination. In addition, Amarc will make reasonable accommodations to known physical or mental limitations of an otherwise qualified applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.*

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