

# Job Description

## Business Manager



The German Centre Mexico Business Manager has a key function in organizing and keeping track of the main projects within the Departments. The company finds itself in a process of digitalization and agilization processes that require a close cooperation and management in order for them to succeed in goals and time. For this reason the company seeks a task oriented Business Manager who interacts constantly between the team and the Managing Director as well as with HQ in order to fulfill the following tasks:

### Amongst the main Business Manager tasks are:

- ✓ Interrelation between departments as Project leader
- ✓ Experience in elaborating presentations, papers and business cases for decision makers, especially between Headquarter and Managing Director
- ✓ Manage and organize meetings and calls with decision makers for Managing Director
- ✓ Corporate Governance
- ✓ Keep contact with multipliers and partners for strategic purposes
- ✓ Aquisition analisis and preparation
- ✓ Preparation of the current political and economic panorama for presentations for potential customers
- ✓ Customer oriented and concise in negotiations and information transmissons
- ✓ Excellent time management and highly motivated to interact in a bicultural team
- ✓ Flexible in tasks concerning administrative work

### Requisites:

- University Degree or equivalent
- More than 4 years of working experience
- Fluent in German, Spanish and English
- MS Office, CRM and PM software experience with overall affinity to IT and new software
- Experience in process optimization and aquainted with change management
- Experience in negotiation and aquisition/sales