



Job Title: Business Support Manager

Company: What A Goal Ltd

Location: Leicester

Employment Type: Full-time, Permanent

Salary: £22,000 to £30,000 per year

Job Description

- Overseeing human resource functions such as hiring new employees, conducting performance evaluations, and administering benefits packages to current employees
- Ensuring that all company policies are followed by employees and managers
- Managing budgets and cash flow, monitoring expenditures, and predicting future needs
- Providing leadership and management support to department staff in order to ensure company goals are met
- Reviewing employee performance, addressing issues such as absenteeism or tardiness, and recommending disciplinary action where necessary
- Helping to create and implement new policies, procedures, and strategies to improve efficiency and productivity
- Preparing reports on staff performance and attendance records
- Developing and administering orientation programs to help new hires learn about company culture and their job responsibilities

Skills and education:

- Excellent written, verbal and presentation communication skills
- Negotiation skills in order to provide the best price and value for money
- Commercial and financial awareness as managing budgets and keeping costs down is a key part of the role
- Planning skills in order to work out what the business needs
- Excellent interpersonal and relationship management skills, with the ability to work collaboratively with internal and external teams
- Numeracy skills in order to analyze facts and figures

