



Business Manager:
Location: Claremont in Cape Town
Reporting to: CEO

The Business Manager's primary role is to support the CEO across responsibilities by adapting to the specific needs of the Executive as a customer. The Business Manager must understand the responsibilities, needs and priorities of the CEO to create the time and space needed for the CEO to focus on the most strategically critical demands of the position. Responsibilities also include business contacts, calendar, meetings, travel, associations and affiliations, strategy, market analysis and business analysis

The Business Manager interacts with members of Juta staff, Board members, shareholders, clients, partners, and other key stakeholders.

Overall, the Business Manager must exercise a high-level of judgment, work independently, in a fast-paced environment with changing priorities, draw from experience to perform advanced support and maintain a high level of confidentiality. A wide degree of creativity and latitude is expected. Business acumen, strategic thinking and maturity to apply oneself to the day to day role of the CEO is required

Key Responsibilities:

- Provide a high-level of support to the CEO, including:
- Work with the CEO to prioritize an agenda and focus on the most important issues and opportunities.
- Strategically manage the CEO's time and calendar by exercising discretion and decision-making while sorting and filtering requests for the Executive's time while ensuring strategic priorities are met in a timely manner. Keep the CEO on schedule by providing prompts.
- Responding to routine questions and requests and refers higher level managerial requests to the Executives and/or directors, as appropriate.
- Perform strategic analysis as directed by the CEO, including the review, research, summarization or analysis of information.
- Working with the CEO to strategize and manage a portfolio of relationships including scheduling of meetings and relationship management actions such as correspondence, follow ups, thank you notes and reminders

- Managing the CEO's portfolio of goals, objectives and key performance indicators through active tracking, reporting and management
- Assist the CEO with managing online presence and public profile by preparation for public events, speech drafting, writing articles, blogging, social media content, etc
- Work with the CEO on meeting planning, preparation and coordination, including logistics, materials, etc. Work with the CEO to identify and schedule strategic presentations.
- Assist with Board, Executive Committee and Shareholder meeting preparation, including logistics, materials like pre-read packs and presentations etc. Assist with other committee meetings as required
- Attend key meetings with the CEO with the purpose of ensuring follow-up and execution on identified next steps.
- Represent the CEO at key meetings which he may not be able to attend
- Oversee, coordinate, assist with such routine administrative duties such as, receiving telephone calls and correspondence (including emails) and flagging them as appropriate; coordinating the CEO travel program and itineraries, general administration, composing non-routine and routine correspondence, preparing and proofreading letters, memos and other documents using sound business acumen and judgement, compiling and organizing data for special reports, and sending correspondence on behalf of the CEO

Competencies:

- Communicates Effectively
- Relationship Management (internal and external)
- Adaptability
- Tenacity
- Continuous Learning
- Self-Management
- Drives for Results
- Analytical
- Problem Solving / Critical Thinking
- Customer Focus
- Teamwork and Inclusion
- Self-Awareness

Abilities:

- Exceptional organizational skills and the ability to manage multiple priorities
- Ability to exercise sound, independent judgment
- Fierce determination to successfully meet complex challenges
- Learning agility
- Strong oral and written communication skills
- Professionalism, confidentiality, empathy, customer service orientation and discretion

Qualifications and Experience:

- Bachelor's Degree a pre-requisite, Honours/Masters a plus
- Requires 3 to 7 years of work experience in a professional environment
- Experience in the Legal, Academic or Publishing industries may be beneficial but not essential

Interested staff to submit a brief resume to slegodi@juta.co.za no later than 15 June 2018