

# Business Support Manager Job Description

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- Supervise the team of business support staff
- Responsible for providing quality service for facilities management
- Work with the management team on fiscal strategic planning
- Coordinate project development surveys
- Look into the legal obligations relating to contractual relationships with client and ensure that the obligations are met
- Work in partnership with other management team members to ascertain and carry out needs of technical nature and precedence of the business
- Provide guidance and financial planning to the business
- Provide documentation support, procedure, and financial initiatives for the business
- Responsible for the administration of the business unit
- Support the budget, the auditing process, the training, and the coordination of projects.