



Business Manager

Overview

SouthWestern Energy (SWE) is a leader in underground construction, high voltage construction, maintenance and utility service. SWE is a best in class choice for outdoor lighting, street lighting and traffic signal maintenance. SWE is an affiliate company to Halton Hills Hydro and Quality Tree Service (QTS).

Reporting to the General Manager of SWE, we are looking for a dynamic individual with exceptional financial acumen and customer service skills with a keen attention to detail. Working in a fluid and dynamic environment, the Business Manager will model and analyse project profitability including drafting quotes, material ordering, RFP responses, and preparing management reports.

This position is also responsible for supporting the General Manager of QTS in the day-to-day financial tracking, drafting RFP responses, developing budgets, and preparing quotes.

Duties and Responsibilities:

- Financial information analysis, modeling and preparation of reports for current and potential business opportunities;
- Project support: Support Operations with job estimating, job costing, resource planning and procurement, invoicing, supporting operations team, and customer interactions. Perform post project profitability analysis. Act as Project Manager for projects of varying sizes and complexities;
- Writing RFP and RFQ responses. Pricing of submission on per unit or fixed price basis, as required. Gathering required information for submission including employee and equipment details, H&S policies and procedures, Clearance Certificates, etc. Meeting deadlines for bid submission;
- Health & Safety: Participating in the health and safety program; COR Internal Auditor; maintaining hazard risk registry; documenting Safe Work Practices; following up on hazard identification and inspection deficiencies; maintaining training matrixes, facilitate annual OH&S management review. Administrator of SiteDocs safety management software; creating forms, uploading resources, identifying uses for project workflow;
- Draft Board reports, business plan, and annual report;
- Develop and execute effective marketing plans.

Key Skills and Qualifications:

- Customer centric by understanding the customer's business and needs, communicating effectively with the customer, creating positive experiences, and build lasting relationships with them;
- Continuous pursuit of process improvement and innovation;
- Excellent written and oral communication skills, providing reports, assessments and documentation to various internal and external parties;

- Excellent time management, priority-setting and multi-tasking skills, with strong attention to detail, and the ability to meet tight, inflexible deadlines;
- Demonstrated commitment to safety, exceptional ethical and quality standards;
- Compelling and highly effective communicator (oral, written, presentations, facilitation, advocacy), simplifies the complex;
- Builds highly productive relationships internally and externally with an industry presence;
- Discipline in planning and execution, uses data and analytics to drive evidence-based decisions;
- Solutions-oriented focused on finding resolutions with strong analytical skills and the ability to collect and analyse information, problem solve, and propose solid solutions using critical thinking and an innovative approach;
- Advanced knowledge of Microsoft Excel with proficiency in other Microsoft Office programs (especially Word, Outlook, PowerPoint).

Minimum Qualifications:

- A degree in Business Administration, Commerce or Finance, or a related discipline. A professional Accounting designation and/or minor in Marketing is an asset;
- 3 to 5 years of successful related experience/role, preferably in the construction or utility industries;
- Possess a valid Ontario Class G Drivers' license with a good driving record;
- Advanced skills level with MS Office applications (Excel, Word, Access, and PowerPoint);
- Understanding of IHSA – Certificate of Recognition (COR) program is a considered an asset;
- Understanding of SiteDocs safety management software is a considered an asset;

What We Offer:

- ✓ A total compensation package that includes:
 - Comprehensive health, dental, and insured benefits through MEARIE;
 - Mandatory participation in OMERS defined benefit pension program;
 - Substantial paid vacation and statutory holidays
- ✓ Working in an environment with a strong commitment to safety;
- ✓ Training and development support and opportunities;
- ✓ Potential for a variety of projects of various sizes.

Please send your resume with '**Business Manager**' in the subject line, to: hr@swe.ca

SouthWestern Energy is an Equal Opportunity Employer.

In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*, SouthWestern Energy Inc. will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.