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# Example of Business Services Manager Job Description

Our growing company is looking for a business services manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for business services manager

* Identify new services opportunities with partners and turn them into increased business
* Develop and evolve pricing strategies and business models to maximise revenue and growth, working closely with sales, licensing and legal teams
* Monitoring and reporting on the sales pipeline, communicating with the sales team to understand and manage opportunities
* Work with the Marketing Communications team to co-ordinate product launches, presence at trade shows, and other promotional activities
* Present to and consult with PEG management on business trends with a view to enhancing current/developing new services, products, and channels
* Implementing process and procedures in relation to tracking and reporting revenue and expenditure
* Compiling, reviewing, analysing and recording financial information
* Review reports/information produced by team such as account reconciliations
* Implementation/ maintenance of accounting systems
* Assisting the compliance team with internal and external audits

## Qualifications for business services manager

* Prior experience serving in a consultative subject matter expert role helping clients grow their business through cost improvements and cost savings initiatives
* Process/continuous improvement methodology required
* University degree required ideally in an analytical discipline, business or engineering, ideally MBA
* Several years of relevant professional experience, in management consulting, sales or account management, ideally in a high-tech or e-commerce environment
* Strong commercial experience, with planning processes
* Conducts time checks on lines, reviews operation staffing levels with business volume, checks cleanliness of operations, monitors staff interactions with customers