



Example of Business Support Director Job Description

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Our growing company is looking to fill the role of business support director. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for business support director

- Develop equitable processes for account distribution and implement practices to raise level of productivity
- Oversee traffic, inventory management, pricing strategies, measurement and reporting systems
- Lead high impact projects involving multiple internal and external partners across sales, marketing, finance, operations and other business functions to ensure a successful execution of key initiatives within the LIXIL Water Technology (LWT) Group in the Americas
- Identify opportunities to improve existing strategy processes
- Provide technical direction for the Decision Support Systems warehouse
- Ensures assets are properly safeguarded and adequate insurance in place for asset loss and other business risks
- Internal pro-forma reporting for both Hotel and Corporate legal entities (where applicable)
- Preparation and filing of Board Directors and Shareholders' Meeting minutes (where applicable)
- Assists external and Statutory Auditors (local requirement)
- Relationship with Banks (opening/closing accounts and other matters) and Attorney for Fiscal (VAT & Tax) disputes/refunds/claims and other matters related

Qualifications for business support director

- Consulting skills are also highly valued

- Able to communicate clearly and succinctly and is effective in all manner of presentation settings
- High level of interpersonal savvy and organizational agility
- Advanced degree in science or business or project management certification is desired
- Thorough knowledge (minimum 10 years) of pharmaceutical industry and experience in Manufacturing/Process Development/Supply Chain