



# Example of Division Manager Job Description

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Our innovative and growing company is hiring for a division manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for division manager

- Completes high quality reports in a timely manner
- Completes all company required training in a timely manner
- Perform other duties and activities as may be requested by his/her supervisor
- Organizes and tracks the day-to-day operations and assignment of staff to projects
- Fiscal responsibility for Division and Centers
- Act as the Center liaison for the College of Medicine Business Officer's meetings and listservs
- Coordinate with Manager, Financial Operations for Center cost share commitments
- Ensure quarterly review and follow up with PI
- Define, develop and implement a strategy, which contributes to the Corporate strategic direction
- Provide regular updates to Product Development, BUM, Materials Management, Supply Chain Management on execution of the strategy

## Qualifications for division manager

- Familiar with multimedia software, know of retail environment with good business sensitivity and understanding of customers' expectations
- College degree and/or industry designation
- Minimum two years supervision experience leading a team consisting of eight

- Requires light lifting
- This position requires individuals to be able to drive to their multiple sites locations