



Example of Division Manager Job Description

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Our company is growing rapidly and is looking for a division manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for division manager

- Provide financial analysis and support to the Pharma Ventures business unit
- Provide relevant data to facilitate robust decision making in investment and growth initiatives, risk assessment and post-investment appraisal of business initiatives
- Support divisional finance initiatives such as working capital management
- Coordinate and review monthly actual, three month and full year forecast, budget, 3 year and strategic plan reporting for the division
- Collate, review and circulate the output of BU, business and divisional risk management activities
- Support the development, implementation and execution of priority projects to the division
- Act as the DoM Responsible Cardholder for Department P-Cards for assigned divisions
- Coordinate with Manager, Financial Operations regarding new sponsored awards and contracts
- Coordinate with Manager, Financial Operations for department cost share commitments
- Responsible for the management of the staff, including hiring, training, coaching, performance management

Qualifications for division manager

- Ability to interact with staff, board members and the public with a high level

- High level of computer knowledge
- Completion of a High School diploma or GED required and completion of an associate degree in any equivalent field is preferred
- Minimum of 3-5 years of experience in a managerial position which includes experience in title industry
- Superior written and interpersonal skills