



Example of Division Manager Job Description

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Our company is hiring for a division manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for division manager

- Applying industry standards and division sanctioned configuration management (CM) principles to assigned projects
- Monitor and ensure compliance with all safety, environmental and equipment maintenance policies
- Oversee refuse being received
- Establish productivity goals where needed
- Coordinate with Maintenance Department to ensure all equipment remains in working order and in compliance with safety standards
- Coordinate the production of commodities with inbound volume and material type
- Work with the General Manager to develop sales strategies to market commodities locally or nationally
- Visit stores on a regular basis to monitor conditions and compliance assist with local issues
- Direct staff and provide leadership to achieve goals and vision of the division and the day-to-day operations
- Establish and manage clinical programs which may include outreach agreements and recruiting for new faculty, clinical educators, and instructors

Qualifications for division manager

- Willingness to work on a small team, yet interface with many groups
- Ability to travel to support sites as needed
- Adobe Photoshop/Illustrator/InDesign experience preferred

- The purpose of the performance standards is to outline more specifically the details of the position
- Excellent interpersonal, written and verbal communication skills to interact with a variety of personalities at all levels, exercising tact, sound judgment, diplomacy, and flexibility to promote positive working relationships and job effectiveness