



Example of Junior Manager Job Description

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

Responsibilities for junior manager

- Maintain contact and other databases for company
- Contractor coordination
- Obtain estimates/bids for repairs at the property
- Coordinate and schedule appointments, on-site & off-site meetings and conference calls
- Collect and organise all property information in a format for quick reference
- Act as a fiduciary by taking responsibility for safely managing our client's money in an error-free manner
- Complete administrative tasks including purchase order (PO) creation and approval, profit and loss (P&L) tracking and updating, schedules, status tracking
- Manage and complete project work from start to finish for participants
- The successful candidate will possess strong critical thinking skills, including understanding how different parts of the project fit together
- Provide Executive Support for Head of Products and Solutions (support with all kind of management presentations, pitchbook, preparation of townhalls, supporting with minutes)

Qualifications for junior manager

- Superior communication skills with a focus on customer service
- Thrive within a highly multi-tasked and fast pace environment
- Minimum 2 years working in the FMCG industry
- A brand new job that will bring you exciting challenges & the opportunity to

- You have good written and verbal communication skills in English, Dutch and French
- Tertiary qualified in a Physics, Engineering, Computer Science, Mathematics, Finance or Economics discipline (post-graduate qualifications are preferred)