

Business Management Opportunity in Salem, Oregon

Do you enjoy running a business and have a passion for helping others reach their full potential? Do you thrive on using your leadership skills to provide exceptional customer service? Do you want to join a growing organization with a 45-year history whose mission is to support people with disabilities?

Garten Services is seeking a Business Manager for our Salem Recycling Division. We are looking for the right person to lead the operations of a large-scale recycling facility that serves communities across the Willamette Valley. This is a senior management position that works closely with the recycling haulers. They will also work with local businesses and government agencies to assess their unique recycling needs, help them establish and maintain on-site recycling programs, and schedule regular pick-up by Garten's truck fleet. Excellent communication skills, budgeting and financial analysis are essential for this position.

General Position Summary:

This position provides leadership and management for all facets of the Recycling Division to ensure that financial and mission goals are attained, that increasing sales activities occur through ongoing customer contacts, and that excellent customer service is provided at all times for business development as a means to employ people with disabilities. In addition, the Business Manager is responsible for implementation of procedures which ensure a safe and clean work environment exists and that the overall functions of the Salem Recycling Division are as efficient and cost-effective as possible.

Specific Job Skills Required:

- Develops, coordinates, and oversees the work processes of the division, with an emphasis on safety and efficiency
- Establishes work processes and work flows of the division to provide integrated employment opportunities which result in a minimum of 75% of direct labor being performed by people with a wide range of disabilities
- Ensures division is in compliance with all applicable laws and regulations (i.e., OSHA, DOL, etc.); specifically coordinating with the Compliance Accountant to ensure work standards are established and timings are completed semi-annually
- Researches, develops and documents improved systems and procedures for the division.
- Ensures all division equipment is operational and maintained in good working order
- Ensures inventory tracking of all material ensuring timely turnover for maximum cash flow
- Ensures sales functions are coordinated in order to maximize growth and profitability in the division
- Ensures excellent customer service through developing and maintaining proactive and positive relationships with all customers and meeting regularly with key accounts
- Responsible for budget development and management for the division.
- Manages all contracts within the division, ensuring that customer specifications and standards are consistently met
- Develops bids for new/renew contracts as appropriate; secures and maintains contracts
- Ensures purchase of all supplies and equipment for the division
- Acts as liaison between the division and customers
- Provides organizational leadership through participation on the Management Team
- Responsible for development and implementation of strategic plans and goals for the division

Education and Experience Required:

- Minimum of two years management and budgeting experience in a production and/or manufacturing setting
- Bachelor Degree in Business Management, Marketing, or related field, with preference given to those with an advanced degree
- Continuous Improvement experience, ISO 9000, or total quality systems experience desirable
- Two years of additional management experience may be substituted for a bachelor's degree

Compensation:

- Full-time, salaried with full benefits. Salary starts at approximately \$52,000-\$54,000/year

Benefits:

- Medical and Dental Coverage
- Section 125 pre-tax plan
- Employee Assistance Plan (EAP)
- Life Insurance
- Garten has established a retirement plan for its employees.
- TSA plan (Mutual of America)
- Supplemental insurance plans (AFLAC)
- Garten offers a pre-paid legal plan through payroll deduction
- *And just for fun!: Annual company picnic, Christmas party, and employee recognition twice a year*

Garten applications are available at www.garten.org

Please submit a Garten application, resume and salary requirements to:

Mail: PO Box 13970, Salem 97309 | Email: great2b@garten.org | Fax: (503) 566-3434

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