



## **Business Manager – maternity cover**

### **20 days annual leave plus bank holidays**

More Time is a wholly owned trading subsidiary of DISC, we are not for profit and one of our main objectives is to create employment pathways for people who may struggle to access mainstream employment. We operate across the North of England and we are continuing to develop new areas of business to enhance the services offered by DISC.

Our core areas of work are:

- Cleaning – domestic, commercial, building site and one off shop cleans
- Graffiti removal
- Building and renovation work
- Repairs and maintenance work for DISC Housing
- Second hand furniture stores
- Cafe

As a dynamic and fast moving company we are looking for a reliable and trustworthy Business Manager to support the Director in the operational running of the business, dealing with day to day issues, managing staff teams and implementing and maintaining effective systems corporately.

Your flexibility and enthusiasm will guarantee we can respond quickly to new opportunities, ensuring we continue to deliver a high quality service in a fast moving environment. We are particularly interested in individuals in a background in delivering cleaning services and could grow this area of the business. Your excellent management and communication skills will ensure:

- High standards of service are delivered ensuring customer satisfaction
- Relationships are developed to raise the profile of More Time and promote business opportunities
- Effective line management of staff across operating area
- Effective systems are in place for volunteer and staff recruitment
- Systems are implemented and maintain to ensure effective quality, health and safety and HR arrangements

If you hold a full clean driving license and you are flexible, committed and willing to learn new skills, meet new people and working in a challenging yet rewarding environment, we may have the opportunity for you.

We particularly welcome applicants from a commercial background with experience in managing cleaning and facilities services.