

Job Description – Senior Manager, Commercial Division

Job Title: Senior Manager, Commercial Division

Location: BCC Head Office

Department: Commercial Division

Reporting to: Director, Commercial

Working Hours: 08:00 to 16:00

JOB DETAIL

Job Summary:

The Senior Manager of the Commercial Division will support the Director in overseeing the Authentic Maldives, SME Hub, Seed by BCC, Hiyala Market, Co-shared Kitchen and other business activities of the company. The role involves managing administrative, operational, and marketing activities to ensure alignment with the organization's strategic objectives. The Senior Manager will deputize for the Director in his absence, ensuring seamless continuation of all commercial activities and effective communication with key stakeholders.

Job Duties:

- Oversee day-to-day operations of the Authentic Maldives, SME Hub, Seed by BCC, Hiyala Market, Co-shared Kitchen and other business activities of the company.
- Lead and manage a team, fostering a positive and productive work environment.
- Identify and pursue new business opportunities to expand the revenue streams.
- Ensure compliance with company policies and standard operating procedures.
- Assist in the formulation and implementation of new business strategies.
- Maintain regular key performance indicators and ensure they are met.
- Assist in annual budget preparation and provide administrative support during audits

- Provide financial accounting and administrative support to ensure full compliance with financial policies.
- Build and maintain strong relationships with clients, partners, and stakeholders.
- Monitor market trends and industry developments to inform strategic decisions.
- Collaborate with other divisions and departments to support overall company objectives and initiatives
- Carry out other work as may be required by the Division from time to time.

Additional Responsibilities:

- Perform other work-related duties assigned by the Business Center Corporation.