

JOB DESCRIPTION

Business Manager

Role Summary

Operational backbone of the organisation. The Business Manager owns budgets, procurement, contracts, vendor management and HR coordination — freeing the creative and brand teams to focus entirely on their work.

REPORTS TO	Managing Director
DIRECT REPORTS	None initially (will scale with the office)
EXPERIENCE REQUIRED	4 years
LOCATION	On-site
TYPE	Full-time, permanent

Qualifications

Bachelor's degree in Business Administration, Finance, Operations or related field. Master's degree or relevant professional certification preferred.

Key Responsibilities

- Manage office operations: budgets, procurement, contracts, vendor management, HR coordination, IT liaison.
- Lead financial planning, expenditure tracking and reporting against the annual budget.
- Coordinate with central finance, legal, HR and IT functions of the parent organisation.
- Manage commercial relationships with vendors, suppliers and outsourced service providers.
- Maintain accurate operational records, audit-ready documentation and reporting cycles.
- Support the Managing Director with operational planning and quarterly business reviews.

Skills & Experience

- Solid grounding in finance, procurement and operations within an organised institutional setting.
- Strong attention to detail combined with the ability to see the wider operational picture.
- Confident handling sensitive financial and contractual information.
- Excellent organisational, planning and reporting skills.
- Strong English required; Arabic strongly preferred for contracts and government interfaces.