

Business Operations Manager - 2XM Recruit

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Company: 2XM Recruit

Location: Australia

Category: other-general

Business Operations Manager (Finance)

\$800 per day + Super

3-month full-time contract

Macquarie Park location + WFH

Opportunity to work within the NSW Government

Role Overview:

2XM Recruit is seeking a Business Operations Manager, you will play a pivotal role in coordinating high-level business support services to ensure the efficient functioning of our branch. You will contribute to the management of all cross-functional issues affecting the group, including safety, financial management, human resources (HR), business processes, reporting, strategic planning, and organisational improvement.

Key Responsibilities:

Support business planning processes for the unit, ensuring alignment with corporate strategies and initiatives.

Lead business support functions for the section, ensuring alignment with corporate, division, and branch strategies and initiatives.

Provide advice, technical expertise, and operational support to the unit and division's main functions on various business matters.

Prepare complex correspondence, briefing notes, and reports accurately and timely.

Coordinate financial management for the branch, including planning, budgeting, forecasting, and reporting.

Oversee centralised procurement activities, including contract management and purchase order activities.

Manage administrative functions and ensure compliance with corporate administrative policies and procedures.

Demonstrate leadership behaviours to deliver organisational outcomes for our customers, our people, and communities.

Qualifications:

Qualifications in the relevant field

Proven experience in business operations management or related roles within finance.

Strong understanding of financial management, procurement, and administrative processes.

Excellent communication, problem-solving, and decision-making skills.

Strong Excel skills

Demonstrated leadership capabilities and a commitment to fostering a collaborative team environment.

You must have full working rights in Australia to be considered for this role.

If you are available to start immediately and are currently seeking new career opportunities, Please **Click Apply OR send your resume to**

Sarah.Clarke@2xmrecruit.com.au OR call 0466 230 365 for further information.

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