

Business Manager - Rohn Design

The Business Manager is responsible for leading and supporting all operations in the company to ensure productivity of operations. They implement strategies that will help generate effective operations of a liturgical design firm while also evaluating how well the business performed on various tasks within a specific time frame.

The Business Manager reports directly to the Director of the Studio.

General Objective

To assist and support the production and Liturgical Design teams with all the tasks necessary to maintain smooth operation of the administrative office and to achieve the goals of the client.

Responsibilities:

- Bookkeeping and working with accounting and legal consultants.
- Overseeing clerical duties and staff including supporting communications and project libraries and archiving.
- Human Resources duties including organizing the training, employing, retaining and compensating of staff and all related policies.
- Work with Facilities, Inventory, and Shipping.

Company overview

A family-owned and operated business since 1952, Rohn and Associates Design, Inc. is one of the country's foremost leaders in providing trusted professional guidance on liturgical art and design, environment master planning, and parish educational programs. Our staff consists of the owners and several professionals in the area of Design, Drafting, Sourcing and Scheduling.

Skills and Experience Preferred

- Experience in a contracting office environment such as architecture or construction
- Experience and Education in Business, Management, Accounting, or a related field
- Ability to work well with bookkeeping and office management software
- Organization, team building, and communication skills; detail-oriented and conscientious
- Able to both effectively make decisions and support clerical duties as needed

This is a full-time, management level position with benefits and insurance.

All jobs have a paid probationary period that is reviewed after 90 days of employment or earlier.