



JOB ANNOUNCEMENT

POSTING DATE: July 28, 2022

POSITION: Business Manager

LOCATION: Headquarters Office - Portland, Maine

WORK SCHEDULE: Monday to Friday – 9:00am to 5:00pm

JOB BRIEF

Wilderness Medical Associates (WMA) International seeks an experienced Business Manager to handle the company's day-to-day financial, human resource, and general business affairs, working with the President and Chief Operating Officer to improve processes, make well-informed decisions, and find cost savings where appropriate.

WMAI OVERVIEW

WMA International is the leading provider of wilderness first aid trainings in the U.S. with international partners located in Canada, Brazil, China, Japan, Iceland, Europe, and Taiwan. For more than 40 years WMA International has succeeded by attracting world-class instructors with significant pre-hospital and emergency medical experience focused on wilderness, remote, and under-resourced settings. To help students gain both confidence and competence in managing medical emergencies, WMA International courses involve a mix of classroom learning and skills practice. To learn more about WMA International, please visit our website – wildmed.com.

THE BUSINESS MANAGER'S ROLE

The Business Manager will report to the President and Chief Operating Officer. The role requires strong people skills, expertise in managing finances, business acumen, professionalism, proficiency in written and oral communications, and an exemplary work ethic.

The Business Manager oversees key aspects of WMA International's business including the following:

- Managing accreditations, i.e., tracking, renewing, researching & applying.
- Vendor selection, negotiation & contracting.
- Budget monitoring & monthly reporting.
- Revenue forecasting.
- Preparing & sending invoices to clients.
- Approving incoming invoices for payment.

- Preparing and sending contracts for all courses taught by the WMA President.
- Coordinating instructor meetings and training programs.
- Human resource management & employee onboarding.
- File management & record keeping.
- Cultivating a healthy and supportive workplace culture.

QUALIFICATIONS

- Proven experience as a business manager or similar role.
- Excellent interpersonal skills.
- Strong written and oral communication skills.
- Aptitude in decision making and problem solving.
- Focused on accuracy, excellence, and clarity.
- Adept in using QuickBooks Online and Microsoft 365 applications.

QUALITIES DESIRED

- Leader's mindset
- Team-oriented
- Personable
- Service-minded
- Eager to learn
- Problem solver
- Organized
- Detail-oriented

COMPENSATION: Commensurate with experience

BENEFITS

- Participation in Profit Sharing Plan after 1 year of employment.
- SIMPLE IRA Plan – company matching up to 3% of salary.
- Company contribution to health insurance costs.

TO APPLY: Please send an email with your résumé to office@wildmed.com

Wilderness Medical Associates International is an equal opportunity employer committed to both inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.