

Manager Business Services

Sibelco Group Kozani, Western Macedonia, Greece On-site

Sibelco is a global material solutions company. We mine, process and sell industrial minerals at locations worldwide, focused primarily on silica, clays, feldspathic and olivine. We are also leaders in glass recycling. The Sibelco Group operates over 110 production sites in 31 countries, with a team of over 5,000 people.

Click to see how Sibelco materials are used in products **within** and **outside** your home.

Location:

Lefkara

Role Purpose:

The Business Services Manager (BSM) is an advisor to the business and supports the Director Commercial and Directors Operation of the Lefkara cluster (quarry and operations) in making decisions by providing them actionable insights.

Different functional domain areas supported by the BSM include financial analysis, human resources for the cluster's staff and transactional procurement.

He/she understands the business of the cluster and knows the issues and challenges the Directors Operations and Commercial face and contributes to its performance by providing analysis and insights from the different functional support teams.

He/she is a true enabler for the business, with the aim of delivering an even better service to our customers.

The responsibilities for the role will include but are not limited to:

Accountable for planning, organizing and coordinating assistance to the operations and commercial teams within the cluster. Act as a liaison between the operational and commercial cluster team and the sub-regional and global support teams.

Perform and deliver product cost planning, analysis and reporting. Set up and deliver cluster budget and forecast. Oversee the generation of PO requests for the cluster, Resolve PO mismatches, negotiate supplier contracts for and execute small value purchases.

Attract and retain all non-managerial level roles in the cluster, managing recruitment for these roles and facilitate performance & talent management for people within the cluster. New hire onboarding, offboarding of employees upon departure.

Manage the financial accounting (AP/AR), monitoring, and reporting systems for all legal entities within the country. Direct and coordinate the preparation of financial reporting according to IFRS reporting and statutory requirements.

Direct and coordinate tax reporting (corporate tax, VAT, payroll taxes) within the country.

Manage processing of country payroll calculations and related reporting. Ensure employee benefits are properly implemented and administered in compliance with relating policies, procedures and practices. Keep HR self-service portal up to date on country payroll and benefit policies and processes.

Manage and coordinate the annual external audit process.

About you:

Bachelor's degree in Business Administration or in a related field, or equivalent by experience.

Prior experience as a business services manager or at manager level in one of the functional domains, as well as industrial controlling.

English– proficient verbal & writing, as well as Greek.

You have a strong understanding of site operations in an industrial setting.

But most importantly, if you embrace our core values, and if this role sparks your enthusiasm to apply your passion to contribute in a meaningful way as a part of Sibelco's team of unique talents within a diverse international business community, then we very much look forward to hearing from you.

To Apply:

Please click apply to register your information and contact details on the recruitment portal so one of our team can get in touch.

Inclusive Team Culture: Attractive Employer (sibelco.com)

Sibelco recognizes the strength of our diverse global workforce and values difference and inclusion for all. Our rich mix of people bring an exciting exchange of ideas and knowledge to keep us moving forward and innovating new solutions. We seek talent of all backgrounds and abilities and continue to develop our leaders and our culture to help all current and new employees to grow and reach their full potential.

Salary & Benefits: We will gladly discuss these aspects with you at interview stage.

Recruitment Process: Recruitment process (sibelco.com)

We welcome your application and will make reasonable adjustments where required to support you through the selection process.

Sibelco Targets: Sibelco priorities (sibelco.com)

We have set clearly defined sustainability priorities and targets, with key environmental and social objectives, which include Health & Safety, Climate & Energy, Community Engagement, Human Rights and Business Ethics.

Please note we have a Global Talent Acquisition Team and we will not therefore be requiring agency services.