



Assistant General Manager

Lower Mainland – Delta, BC

Status: Full time

Remuneration: Competitive Annual Salary+ Extended Health Benefits

SW Event Technology was created in 1989 and offers a complete range of audio visual and presentation technology services throughout British Columbia and beyond with multiple branch locations. With over 100 full-time employees and a multi-million dollar inventory, services include audio visual and computer equipment rental, event staging, exhibit and tradeshow solutions, webcasting, presentation management, press conferences and technical coordination for meetings, conventions, corporate events and trade shows.

Job Summary:

The Assistant General Manager is responsible for the overall productivity and effectiveness of SW Event Technology, Lower Mainland. Assistant General Manager works closely with internal and external stakeholders to ensure the appropriate objectives and priorities are enabled within the Company. The AGM is responsible for managing support functions essential to the maximization of financial performance, sales force productivity, customers' satisfaction, and staff development. These include but not limited to planning, reporting, quota setting and management, customer relations, sales process optimization, recruiting and selection of talent.

Duties and Responsibilities:

Business Development

- Assist in developing and maintaining a business development strategy that will result in annual growth within the BC Lower Mainland market;
- Assist in identifying opportunities for future growth within the BC Lower Mainland market;
- Maintain and develop relationships with local industry associations and attend regular, monthly events;
- Positively represent company in the community and industry functions.

Team Management

- Provide leadership, mentorship, and guidance to all team members. Identify training initiatives that will assist members of the team and develop their skill sets and ultimately result in improved performance and opportunity for their advancement;
- Provide a positive and productive team environment. Encourage open and constructive communication feedback within the team.

Customer Service

- Provide excellent customer service to clients, vendors and fellow employees.
- Responds promptly, professionally, effectively, and efficiently to internal and external customer needs;
- Manages difficult or emotional situations. Recognizes sense of urgency in responding to such needs. Follows up to ensure requests and/or needs are met. Ensures commitments are met consistently.

Financial Management

- Assist in developing a business plan for each new fiscal year with a corresponding financial budget. Manage the Branch office within approved capital expenditures budget;
- Review monthly financial reports and initiate appropriate measures to maintain or exceed budgeted projections;
- Maintain an understanding of the financial processes and systems.

Qualifications:

- Minimum of 3-5 years of Related Experience Operating a Business Unit or Large Department
- Proven track record in Sales Leadership, Business Development and Achievement of Objectives
- Strong Knowledge of and Experience with Audio Visual Equipment
- Minimum 3-5 years Experience in; Sales, Event Planning and Leadership
- Solid Understanding of Financial Statements, Basic Accounting, Job Cost Systems and Employment Laws
- Excellent Strategic, Planning and Implementation Skills
- Creative, Detail Oriented and Organized
- Superior Communication Skills, both Verbal and Written in English
- Ability to Multi-Task and Manage Time Effectively
- Proficient in Microsoft Software Applications and Google Suite
- University Degree from an Accredited Institution Preferred
- Valid BC Class 5 Driving Licence
- Ability to travel throughout the Country
- Ability to travel in USA would be an asset
- Experience driving forklift is considered an asset



Join 'British Columbia's Most Trusted'

To Apply,

Send your resume and cover letter to:

Jessica Ross

Project/Labour Manager
jross@sw-online.com

We thank all applicants for their interest, however only shortlisted candidates will be contacted