



Are you a business-minded, results driven, sales professional with a desire to put your skills to use for more than the sake of profits? Perhaps leading a social enterprise is the calling for you.

Blue Water Secure Shredding is a work division of Community Enterprises of St. Clair County and is seeking its next Business and Sales Manager following the retirement of our long-time face of the business. Our document destruction business does not exist to bolster the books, but rather to provide meaningful and paid work for adults with intellectual and developmental disabilities.

This role is more than just selling services, the ideal candidate will serve as the face of the entire operation and manage the overall day-to-day operations. This means scheduling routes and pick-ups, filling in for drivers at times, serving as the lead for accreditation and compliance, learning the ins and outs of the shredding software, actively involved and engaged in the community, and many other aspects of operating a successful social enterprise. As a member of the Leadership team, a successful candidate will also be actively involved in the organization beyond Blue Water Secure Shredding.

Working at CE is unlike any other place you are likely to enter. Each day provides for interaction with some of the best people on the planet, fun events and meaningful activities. This is the kind of place where you can truly say, no two days are the same. If you are looking to utilize your skills and drive to have a true impact on the world, look no further than CE.

If you are confident that this position aligns with your skills and aspirations, please submit a well written cover letter and resume to apply@cescc.org.

Community Enterprises of St. Clair County

Blue Water Secure Shredding
Business & Sales Manager

(Non-Union)

Description: This position is responsible to the Executive Director for the overall day to day functions of the Blue Water Secure Shredding business line. Duties will include assistance with planning, promotion, prospecting, sales, customer relations, and coordinating with production staff the scheduling, timely completion, and quality assurance of all work performed. This position is also a regular member of the Leadership and Support Team and participates in the agency's overall planning and management activity.

Required Position Qualifications:

1. Excellent communication skills, both written and verbal.
2. Ability to work effectively and independently with internal and external affiliates.
3. Strong leadership qualities and experience.
4. Ability to effectively represent CESCC in its work with diverse people and communities.
5. High school level education with evidence of training in this field of work.
6. At least five years experience in marketing and business organization.
7. Able to pass physical examination (including urine drug screen/criminal and driving record check.)
8. Demonstrated business development and implementation skills.
9. Connected with various community sectors, especially business/industrial.
10. Ability to drive agency vehicles, this may include box trucks.
11. Ability to lift, haul, pull weights more than 50 lbs.

Preferred Position Qualifications:

1. Bachelor's degree in business-related field.
2. Over five years' experience in business development, management, or sales/marketing.
3. Experience working with people with intellectual and developmental disabilities.

Essential Job Functions:

1. Researches and utilizes technical expertise to develop secure document destruction services and other projects that offer new employment/entrepreneurial opportunities to consumers.
2. Capability of implementing a professional marketing and sales presentation to a variety of industrial sectors, including government, local businesses, and other private non-profit entities.
3. Competency in accurate and favorable costing of jobs that are bid out in a manner consistent with CESCC's industrial economic needs and profit.
4. Maintains customer relations in a manner that assures the retention of continued satisfaction and sales.
5. Coordinates with production personnel the delivery of quality services and products in a timely manner.

Duties and Responsibilities:

1. Assists the director and other assigned staff in the development, review, and revision of business plans related to agency entrepreneurial activities, especially its secure document destruction project.
2. Assists the director and project staff in the development of new project capabilities, including the procurement of engineering, equipment, materials, and installation of the processes required to provide quality services and products.
3. Coordinates with Associate Director of Marketing & QA the formulation and implementation of a marketing plan utilizing both traditional and newly available technical approaches.
4. Remains aware of other similar business activities and market trends so that a competitive edge is maintained with customers.
5. Maintains good communication and rapport with customers ensuring that their inquiries, requests, and needs are responded to promptly with a desire to accommodate them and a demonstration of appreciation of their patronage.
6. Coordinates with production staff the scheduling and delivery of services and products in a timely manner as agreed upon with each customer.
7. Supervises BWSS drivers and is responsible for scheduling, hiring and if necessary, disciplining staff assigned to the unit.
8. Assists in the preparation for and participation in audits and reviews from the government, certification entities, as well as local authorities.
9. As a member of the Leadership and Support team, attends regular meetings and takes an active role in events and services that drive the organization's mission.
10. Performs all other duties as assigned and related to the agency's mission.