



# The Suttie Group

**Passionate about people, partnerships and performance**



## Senior Manager Business Administration - Mexico

**The Suttie Group** is working with a well-funded, mid-tier precious metals producer in Latin America. Our client has created a new position to lead their administrative teams in Mexico.

Reporting to the **VP Operations**, the Sr. Business Administration Manager will lead the multifaceted teams to ensure positive outcomes in line with daily, weekly and monthly objectives. The leadership provided will be pivotal to the success of all departments working together as a cohesive group.

### **Education, Experience & Skills**

- Degree in Business Administration or Finance an asset
- 10+ years' experience in a Management Role with a solid background business administration with an international firm
- Experience working within a large Matrix styled organizational structure with proven Leadership and management skills
- Strong commitment to safety and understanding of OH&S best practices and obligations
- Demonstrated commitment to ethics in business
- Demonstrated experience leading multidisciplinary departments with responsibility for outcomes
- Experience in the Mining or Automotive sector is considered an asset
- Client centered with the ability to continuously build and improve relationships
- Proven decision making and solve problems skills
- Confident communicator
- Strong ability to influence and confidence in negotiations and people management.
- Computer literate MS Office Suite.
- Excellent written and verbal communication skills in both Spanish and English

This opportunity will suit a highly motivated candidate who has a charismatic management style. If this position is a good fit for you please contact Elizabeth via [www.suttiegroup.com](http://www.suttiegroup.com).

We look forward to hearing from you and your confidentiality is assured.