



Business Manager

Location: Ann Arbor, MI

About SwitchBox

SwitchBox (SWBX) is a full-service engineering consulting agency specializing in system design for energy and mobility. We deliver innovative, end-to-end product development solutions tailored to each client's unique needs. By integrating forward-thinking strategies and cutting-edge design techniques, we empower our clients to adopt new technologies seamlessly, from project inception to production.

At SWBX, we're problem-solvers with a "Black-Ops" mentality: agile, efficient, and results-driven. We collaborate closely with startups, Tier 1 suppliers, military projects, and OEMs, leveraging our expertise to tackle the toughest challenges in automation, sustainability, and mobility innovation.

The Role

We're seeking an ambitious Business Manager to grow with our 20-person engineering design consulting team. This pivotal role will focus on building organizational capacity, implementing best practices, and optimizing operations to empower our engineers and technical staff. The ideal candidate is a strategic thinker with a hands-on approach and a passion for operational excellence.

Key Responsibilities

Leadership & Organizational Development

- Partner with the CEO as a key business integrator to drive company objectives.
- Lead the implementation and adoption of the Entrepreneurial Operating System (EOS).
- Foster a culture of accountability and collaboration through Lead-Manage-Accountability (LMA) principles.
- Supervise administrative and facility support staff.

Performance Monitoring & Reporting

- Maintain and update the business scorecard weekly with key performance metrics.
- Prepare and present updates to leadership, including leading weekly L10 meetings and quarterly planning sessions.

Financial Management

- Oversee financial processes, including QuickBooks coding and reporting, and coordination with external accountants.
- Develop and manage budgets, forecasts, client invoicing, accounts receivable/payable, and monthly cash flow tracking.
- Ensure tax compliance and accurate financial reporting.

Human Resources & Culture

- Collaborate with the Engineering Manager on hiring, onboarding, performance reviews as well as HR policies and best practices.
- Manage employee benefits, payroll, and labor law compliance through a PEO partner.
- Promote a positive workplace culture and handle conflict resolution.

Office & Facility Management

- Coordinate facility maintenance, vendor relationships, and landlord communications.
- Implement and oversee security, safety processes, and facility cost optimizations.
- Streamline office administrative functions for maximum efficiency.

Process Optimization & Technology

- Document, implement, and continuously improve business processes.
- Identify and deploy tools or software systems to enhance operational efficiency.
- Take ownership of key systems, including HubSpot (CRM) and Harvest (time tracking/invoicing).
- Manage all technology support needs, both internal and external.

Marketing & Branding Support

- Assist with marketing initiatives, including website updates, social media management, and industry networking.
- Support sales staff with email campaigns and digital marketing strategies.

Qualifications

- Bachelor's degree in Accounting, Business Administration, Human Resources, or a related field.
- Proven experience in financial reporting, HR, and operational management.
- Familiarity with CRM systems (e.g., HubSpot) and sales processes.
- Strong leadership, communication, and interpersonal skills.
- Experience in operations or project management, preferably in consulting or design environments.
- Knowledge of automation, AI, data management, and tool integration.
- Excellent problem-solving and analytical skills with attention to detail.
- Adaptability, flexibility, and resilience in a dynamic environment.

Why Join SwitchBox?

At SwitchBox, you'll be part of a collaborative team solving complex challenges at the forefront of mobility innovation. We value creativity, efficiency, and dedication to delivering exceptional results. Join us to shape the future of energy and mobility.

Ready to Make an Impact?

Apply now at switchboxtech.com/careers.