

**Company:** \_\_\_\_\_

<b>Job Title:</b>	General Manager	<b>Job Category:</b>	
<b>Department/Group:</b>		<b>Job Code/ Req#:</b>	
<b>Location:</b>		<b>Travel Required:</b>	
<b>Level/Salary Range:</b>		<b>Position Type:</b>	[i.e.: full-time, part-time, job share, contract, intern]
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>	Once you have edited your job description, you can post the job on _____.		
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (____) ____ - ____ or <a href="#">email:</a> _____ <b>Subject Line:</b> <b>Attention:</b> Human Resources		<b>Mail:</b> Hiring Manager: _____ Department: _____ Address: _____ _____	
<b>Job Description</b>			
<b>Key Job Tasks of General Manager Job Description</b> <ol style="list-style-type: none"> <li><b>Planning Administration</b> <ul style="list-style-type: none"> <li>Provide leadership and vision to the organization by assisting the Board and staff with the development of long range and annual plans, and with the evaluation and reporting of progress on plans.</li> <li>Oversee preparation of an Annual Report summarizing progress on short and long range plans.</li> <li>Research and write discussion papers, analysis documents and proposals as needed to assist the organization in determining and meeting its long and short term goals.</li> </ul> </li> <li><b>HR Management</b> <ul style="list-style-type: none"> <li>Recruitment and contracting of company and project staff;</li> <li>Employee development, and training;</li> <li>Policy development and documentation;</li> <li>Employee relations;</li> <li>Performance management and improvement systems;</li> <li>Employment and compliance to regulatory concerns and reporting;</li> <li>Company-wide committee facilitation including planning, production, staff and</li> <li>Board of Directors, including arranging meetings and agendas, attending meetings, and recording meeting minutes;</li> </ul> </li> <li><b>Project Management</b></li> </ol>			

**Company:** \_\_\_\_\_

- Manage hire and distribution of any merchandise.
- Oversee organization of company transport, subsistence and accommodation.
- Oversee hire and deliver/transport of all equipment.

**4. Marketing and PR**

- Manage advertising opportunities.
- Organize the availability of company member's media/PR events as necessary.
- Oversee content, production and distribution of all marketing materials (posters, programs, flyers, mail outs, brochures, etc.) with director, designer and project manager.

**5. Financial Management**

- Provide recommendations regarding investments and cash strategies.
- Oversee preparation of annual budget, regular variance statements and annual audit.
- Provide vision regarding overall financial health of the company.
- Provide vision and leadership in long range fiscal planning to ensure the continuity and solvency of the company.
- Provide recommendations regarding effective utilization of long term and short term debt, including refinancing and purchasing/sales.
- Oversee fundraising efforts.

**6. Production/QC**

- Insure accurate documentation of production and quality control data and records.
- Direct and oversee site production activities and personnel.
- Oversee and ensure high safety standards at all times.
- Oversee and/or ensure good housekeeping at site at all times.

**7. Administrative Management**

- Ensure client and vendor file integrity (documents, analytical information where required, communication notations, etc.).
- Maintain general oversight and insure accuracy of records including A/R, A/P, Inventory, etc.
- Assist in development of forms and tools to increase company efficiency and risk management.

**III/Job Specification of General Manager Job Description**

1. A minimum of five years of experience in business management, planning and financial oversight.
2. A minimum of five years of experience in personnel management, including hiring, supervision, evaluation of benefits administration.
3. A minimum of three years of experience working with a board of directors and committees.
4. College graduate or equivalent experience.
5. Proven skills in business and financial management.
6. Demonstrated ability to work with student member – owners.
7. Demonstrated ability to work in a proactively diverse and inclusive organization.
8. Excellent, proven interpersonal, verbal and written communication skills.
9. Demonstrated ability to manage and supervise a staff team.

**Company:** \_\_\_\_\_

- 10.** Effective problem – solving and mediation skills.
- 11.** Demonstrated ability to share skills and knowledge with others.
- 12.** Proficiency with office computer equipment and software.
- 13.** Demonstrated ability to multi-task and work in a fast-paced office setting.
- 14.** Proven ability to cope with conflict, stress and crisis situations.

### **III/Types of Executive Job Description**

Executive job descriptions include JDs as follows:

- 1.** CEO Job Description
- 2.** Executive Director Job Description
- 3.** Operations Manager Job Description
- 4.** Executive Assistant Job Description
- 5.** General Manager Job Description

### **III/Compensation & Benefits**

Net Salary: \_\_\_\_\_ USD/Month

Email: \_\_\_\_\_

**NOTE:** To post your job on [www.ajob.com](http://www.ajob.com), copy this description and click here [www.ajob.com](http://www.ajob.com). You can log in to an existing account or provide your e-mail address if you are a new user.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	