CHIEF EXECUTIVE OFFICER

Job Description:

The Chief Executive Officer is the leader of a company. In certain companies they are the ultimate decision maker. In other companies they report to a Board of Directors. Often, the CEO is also the owner of the company. As the highest-ranking executive in a company, the primary responsibilities include making major corporate decisions, directing the vision for the company, managing the overall operations and resources of a company to ensure fiscal viability and profitability of the company.

Job Responsibilities:

* Creating, communicating, and implementing the organization's vision, mission, and overall direction
* Leading the development and implementation of the overall organization’s strategy
* Soliciting advice and guidance, when appropriate, from a Board of Directors
* Formulating and implementing the strategic plan that guides the direction of the business or organization.
* Overseeing the complete operation of an organization in accordance with the direction established in the strategic plans
* Evaluating the success of the organization in reaching its goals
* Looking at potential acquisitions or the sale of the company under circumstances that will enhance shareholder value
* Representing the organization for civic and professional association responsibilities and activities in the local community, the state, and at the national level
* Participating in industry-related events or associations that will enhance the CEO's leadership skills, the organization's reputation, and the organization's potential for success.
* Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives
* Lead and motivate subordinates to advance employee engagement develop a high performing managerial team
* Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission
* Make high-quality investing decisions to advance the business and increase profits
* Enforce adherence to legal guidelines and in-house policies to maintain the company’s legality and business ethics
* Review financial and non-financial reports to devise solutions or improvements
* Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders
* Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth
* Maintain a deep knowledge of the markets and industry of the company

Opportunities as a CEO are available for applicants without experience in which the experience of the applicant is sufficient to warrant consideration for the CEO position.

Job Qualifications:

* Masters in administration business administration or related field
* Doctorate in business administration or related field preferred
* Experience as a Chief Executive Officer

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Job Skills Required:

* Knowledge of office management systems and procedures
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Proficiency with computers and Microsoft Office
* Leadership skills and ability to direct others
* Ability to resolve staff conflicts