POSITION	Executive Director/Chief Executive Officer
DEPARTMENT	Management
REPORTS TO	Managing Director

RESPONSIBILITY

- Assist to Managing Director to disseminate the company`s policy and objectives to all level of Department.
- To ensure the company quality policy, procedures and activities as relevant and requirement by the Quality Management System are understood, implement and maintained at all times.
- Ensure the creation and implementation of a strategy designed to grow the business.
- Coordinate the development of key performance goals for functions and direct reports.
- Provide direct management of key functional managers and executives in the business unit.
- Ensure the development of tactical programs to pursue targeted goals and objectives.
- Ensure the overall delivery and quality of the unit's offerings to customers.
- Engage in key or targeted customer activities.
- Oversee key hiring and talent development programs.
- Evaluate and decide upon key investments in equipment, infrastructure, and talent.
- Communicate strategy and results to the unit's employees.
- Report key results to corporate officers.
- Evaluate and improve operations and financial performance
- Direct the employee assessment process
- Prepare regular reports for upper management
- Provide solutions to issues (e.g. profit decline, employee conflicts, loss of business to competitors)
- Recruit, onboard, and train high-performing employees to achieve sales, profitability, market share, and business plan objectives
- Maintain project timelines to ensure tasks are accomplished on time
- Provide direction and guidance to employees in their assigned job duties.
- Identify business opportunities with new and existing customers.
- Schedule regular team meetings to discuss about business updates, issues and recommendations.

AUTHORITY:

- Make decisions on manpower requirement, production planning, maintenance and warehousing matters
- Make final decisions on operational system and processes, equipment, repair and replacement of product and plant maintenance.
- Any other matter that requires large amount of financial investment must first sought the approval of Managing Director.

COMPETENCY REQUIREMENT

- Education :Minimum Diploma/degree in business management or related field
- Experience: Minimum 3-4 years in a packaging industry
- Special Knowledge and skills:
  a) Proven experience in a managerial role
  b) Strong decision-making capabilities
  c) Above-average communication, collaboration, and delegation skills
  d) Ability to motivate and lead people, and hold employees accountable
  e) Strong working knowledge of operational procedures