

JOB DESCRIPTION

Title: General Manager

Location: Ikeja, Lagos

Time: Full-Time

Reporting Line: Founder or Managing Director

Job Overview

The General Manager is responsible for the day-to-day operations of the business. The role holder plans, directs, and oversees a company's operational policies, rules, initiatives, and goals. The role holder helps organization execute long-term and short-term plans and directives by implementing judgment, vision, management, and leadership. The role holder will also be required to work with all departments to ensure all back office activities across the business are managed effectively.

Key Tasks/Responsibilities

- Oversee all aspects of company operations: Sales, Procurement, Production, Inventory Management, Recruitment
- Design and implement efficient business operation systems and processes
- Design and periodically review operational risk management policies
- Establish policies that promote company culture and drive company vision
- Keep management informed by summarizing information, identifying trends and producing quarterly reports
- Manage relationships with existing clients and partners/vendors

Overall Role Responsibilities

- Oversees daily operations and makes adjustments as necessary
- Measures effectiveness and efficiency of operational processes both internally and externally and finds ways to improve processes
- Evaluate performance by analysing and interpreting data and metrics
- Design and implement business strategies, plans and procedures
- Develop and implement growth strategies
- Set comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Write and submit reports to the CEO in all matters of importance
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
- Manage relationships with partners/vendors
- Acts as a liaison between company and client for quality assurance
- Lead employees to encourage maximum performance and dedication
- Provide mentoring to all employees and motivate staff to meet or surpass organisational and sales goals
- Coordinates with human resources department to recruit skilled talent and keep the best employees
- Work with other members of the management team to develop a system for employee salaries and benefits, and makes sure employees feel valued



Skills & Requirements

Computational Skills, Interpersonal Skills, Legal Compliance, Customer Service, Financial Analysis, Certification, Logistics Knowledge, Industry Knowledge, Accounting Knowledge, IT Knowledge, Public Speaking, Problem Solving, Plan Implementation, Critical Thinking, Presentation Skills, Motivational Knowledge, Product Knowledge, Leadership, Time Management, Crisis Management, Risk Management, Exceptional Oral and Written Communication Skills, Budgeting and Sales Experience, Strategic Planning, Business Development

Education & Qualification

- Bachelor's Degree in Business Administration. Management or similar, MBA and/or CPA highly desirable
- Experience in business management and preferably leadership roles
- Advanced working knowledge of MS Word, Excel and PowerPoint

Remuneration

Negotiable