

Date completed/revised: DD/MM/YYYY

Position Details

Title	CEO - Chief Executive Officer
Reports To	Board of Directors
Department	Executive
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable



PREVIEW

Download the free editable version of this document
PLUS get a zip file of templates- free!

[FIND OUT MORE](#)

- OR -

Unlock all ConnectsUs HR™ features

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

- a. Human Resources
- b. IT
- c. Administration
- d. Finance
- e. Product Development
- f. Sales and Business Development
- g. Marketing

2. Strategy Example 30%

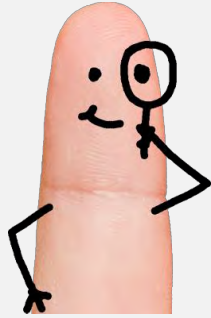
- a. Leads the development and execution of the Company's long-term measurable and describable strategies with the goal of increasing shareholder value.
- b. Leads the organization by setting a strategic vision for the Company's future.
- c. Builds and maintains relationships with key stakeholders including the Executive team, the board of directors, partners and shareholders.
- d. Ensures that the Executive team maintains constant awareness for opportunities for expansion, customer base, markets, competitiveness, legislation changes, and awareness of new industry developments and standards.
- e. Ensures that the Company maintains high social responsibility wherever it does business.
- f. Assesses risk.

3. Staff Management Example 20%

- a. Hires, motivates, develops, and manages performance of a diverse workforce, in line with Company values and goals.
- b. Ensures high performers are retained.
- c. Motivates, coaches, and develops staff to ensure the best results.
- d. Manages performance and non-performance.
- e. Supports diversity and encourages innovation.
- f. Delegates effectively.
- g. Resolves conflict.
- h. Provides a work environment conducive to achievement and growth.
- i. Manages budgets, resources, and projects.
- j. Celebrates and rewards success.

4. Insert high-level responsibility Example 20%

- a. List key tasks associated with that responsibility
- b.



PREVIEW

Download the free editable version of this document
PLUS get a zip file of templates- free!

[FIND OUT MORE](#)

- OR -

Unlock all ConnectsUs HR™ features

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

Experience/Education/Training	Required	Preferred
understanding of all levels of operations and showing steady career progression		
Bachelor's degree in business, human resources, finance, or relevant discipline	X	
Master's degree in relevant field or MBA		X
Insert experience, diploma, certification, training, or designation		

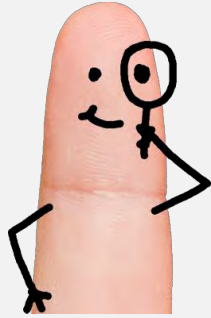
Position Success Traits

LEADERSHIP

- ◆ Influences, motivates, and empowers staff to work towards a common goal and achieve greatness.
- ◆ Understands our business and sector.
- ◆ Analyzes and plans proactively by identifying opportunities and threats.
- ◆ Helps to establish and communicate the vision.
- ◆ Provides information, knowledge, and methods to realize the vision.
- ◆ Coordinates and balances conflicting interests of stakeholders.
- ◆ Steps up and thinks and acts creatively in difficult situations.
- ◆ Acts honestly and with integrity.
- ◆ Gains trust and respect.
- ◆ Leads by example.

STRATEGIC FOCUS

- ◆ Generates and applies alternative and viable strategies or business models to create competitive advantages for the Company.
- ◆ Finds ways to capitalize on opportunities and provide customer value.
- ◆ Thinks holistically and futuristically.
- ◆ Constantly scans internal and external environments.
- ◆ Acts as an explorer, with heightened curiosity and alertness.
- ◆ Demonstrates a strong desire to outwit and beat the competition.
- ◆ Keeps an open mind to new ideas and diverse perspectives.



PREVIEW

Download the free editable version of this document
PLUS get a zip file of templates- free!

[FIND OUT MORE](#)

- OR -

Unlock all ConnectsUs HR™ features

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**

- ◆ Sets high performance standards for self and others.
- ◆ Is tenacious, persistent, and resourceful.
- ◆ Translates ideas into action and execution.
- ◆ Understands how to get work done through others.
- ◆ Demonstrates discipline when exposed to distractions.

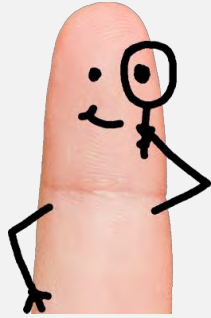
INTELLECTUAL HORSEPOWER

- ◆ Deals comfortably with complexity and new concepts.
- ◆ Quickly learns and assimilates complex information involving unfamiliar situations and circumstances.
- ◆ Analyzes, explains, and draws logical conclusions based on complex data from multiple sources.
- ◆ Quickly perceives implications and makes sound decisions.
- ◆ Demonstrates strong critical thinking skills.
- ◆ Cuts through non-essential, illogical, over-generalized, or unsubstantiated information.

Other/Comments

A high degree of travel is necessary for the position.

Insert any additional information here, if required. Delete this section if not needed.



PREVIEW

Download the free editable version of this document
PLUS get a zip file of templates- free!

[FIND OUT MORE](#)

- OR -

Unlock all ConnectsUs HR™ features

**FOR
SMALL BUSINESS**

**FOR
HR CONSULTANTS**