

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 <input type="checkbox"/> number direct reports, as follows: <input checked="" type="checkbox"/> <input type="checkbox"/> Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable

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- 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.

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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.

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- ◆ 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.

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