

JOB DESCRIPTION

Position Title: General Manager - Operations	Position Name:
Effective Date: January 1, 2008	Expiry Date: Till revised document issued

Core Responsibilities according to priorities

1. Supervise, monitor and ensure completion of company projects
2. Supervise, monitor and ensure completion of collection targets
3. Support all HR related activities
4. Support Business Development Manager in achieving sales targets

List of Jobs

1. Supervise and manage all on-going projects
2. Develop /Execute/Monitor quarterly/annual Collection target
3. Support in preparation/submit/follow-up sales proposals
4. Develop strong personal relationship with clients
5. Develop strong personal relationship with partners
6. Support and ensure sales achievements
7. Act as Office Administrator in absence of CEO
8. Supervise and manage all employees
9. Image building both company and products
10. Maintain honesty and integrity in all dealings

Approval/Acceptance

_____	_____
Approver's Signature:	Acceptor's Signature:
_____	_____
Approver's Name:	Acceptor's Name:
_____	_____
Signature / Date	Signature / Date