

Golden Touch Corporation



Mohammed Sow Building
Carey Street, 1st Floor
1000 Monrovia, 10 Liberia

Job brief:

Golden Touch Corporation (GTC) is a business facilitation and management services firm. We provide a range of services on the Liberian marketing. Our services are: Corporate Event Planning, Brand Image Management, and Debt Recovery services. We are a team of professionals that provides top notch services to our clientele. For more information about GTC visit our website at: www.goldentouchcorporation.com

We are looking for a General Manager to oversee all staff, budgets and operations of our local office.

The General Manager responsibilities include formulating overall strategy, managing people and establishing policies. To be successful in this role, you should be a thoughtful leader and a confident decision-maker, helping our people develop and be productive, while ensuring our profits are on the rise.

Responsibilities:

- Manage daily operations
- Design strategy and set goals for growth
- Maintain budgets and optimize expenses
- Set policies and processes
- Ensure employees work productively and develop professionally
- Oversee recruitment and training of new employees
- Evaluate and improve operations and financial performance
- Direct the employee assessment process
- Prepare regular reports for upper management and clients
- Ensure staff follows business regulations
- Provide solutions to issues (e.g. profit decline, employee conflicts, loss of business to competitors)
- Examine, analyze, and improve operational process flows
- Assume responsibility for project financial management.
- Procure new client through direct contact, word of mouth, and collaboration with the marketing team
- Maintain meaningful relationships with existing clients to ensure that they are retained
- Craft business proposals and contracts to draw in more revenue from clients
- Negotiate contracts and agreements
- Supervise projects/events and keep track of plans to ensure that deadlines are fulfilled, budgets are met, and work is up to par
- Make sales projections and forecasting revenue in line with projected income

Requirement & Skills Set:

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- Proven experience as a General Manager or similar executive role
- Experience in planning and budgeting
- Knowledge of business process and functions (finance, HR, procurement, operations etc.)
- Strong analytical and communication ability
- Great Networking skills
- Resourceful, with outstanding research skills
- Extensive sales experience
- Ability to generate revenue by identifying pain points suggesting suitable services or products
- Outstanding organizational and leadership skills
- Neat and well-groomed appearance
- Emboldened by challenges
- Problem-solving aptitude
- Leadership ability

Qualification:

- BSc/BA in Business Administration, Management, Economics, Marketing or relevant field; MSc/MA is a plus

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