

Chief Executive Officer Job Description

Duties and Responsibilities:

- Hold the staff of the company responsible for the execution of their various duties
- Provide leadership and vision for the company and make sure that the vision succeeds
- Evaluate company success in terms of achieving and/or attaining set goals
- Oversee the general operation of the company to make sure that it aligns with already established strategies and plans
- Formulate and execute plans that will guide the company and also serve as a check on activities that are carried out within the company
- Request for advice from the board of directors whenever it is needed and appropriate
- Make the best investment decisions that can lead to the growth and development of the company
- Ensure adherence to company guidelines and rules in a bid to maintain its ethics and regulatory structure
- Review reports so as to find solutions and create room for improvement
- Maintain in-depth knowledge of the industry in which the company operates
- Motivating junior staff within the firm so as to develop good managerial team that performs well.

Chief Executive Officer Requirements – Skills, Knowledge, and Abilities

- Good communication (especially in public speaking) and interpersonal skills
- Good leadership traits

- Must be willing and able to work as part of a team or in most cases lead a team
- Must be able to pay keen attention to details
- Good problem-solving and analytical skills
- Ability to coordinate the affairs and operations of a company
- Good understanding of business functions like finance, management, public relations, and marketing
- Ability to motivate other members of staff to enhance company productivity
- Minimum of MBA or MSc and any other relevant certification in the field of management and/or finance
- At least 5-10 years of work experience in a managerial or executive capacity with good knowledge of advanced business and management techniques.