

Entrepreneur Job Description

- Seek new directions and ways to improve and grow the company
- Responsible for the final decision on strategic and sometimes operational matters
- Oversee financial records and take action such as securing a new line of credit to handle unforeseen events
- Set the direction and establish the desired image for the business
- Responsible for the overall marketing plan for the business
- Manage the company's incoming calls, emails, visitors, and inquiries. Also, make outbound calls; respond to emails and rescheduling appointments as needed
- Attend to clients and ensure customer satisfaction. May introduce adjustments to products and services
- Carry out the HR function for the business
- Perform all other duties necessary for the organization to achieve its goals.