



JOB DESCRIPTIONS

Directors

- (a) Supervising, mentoring and managing a small group of managers
- (b) Maintaining relationships with clients, partners and other stakeholders
- (c) Managing the profits and losses of the organization or a specific division
- (d) Developing goals and initiatives to direct the company's course
- (e) Guiding managers on implementing company initiatives and policies
- (f) Evaluating company processes and procedures to solve issues within them
- (g) Ensuring business operations are implemented based on established procedures
- (h) Maintaining regulatory records and paperwork

CEO

- (a) Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives
- (b) Lead and motivate subordinates to advance employee engagement develop a high performing managerial team
- (c) Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission
- (d) Make high-quality investing decisions to advance the business and increase profits
- (e) Enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics
- (f) Review financial and non-financial reports to devise solutions or improvements
- (g) Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders
- (h) Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth

HR Manager/Executives

- (a) Develop and implement HR strategies and initiatives aligned with the overall business strategy
- (b) Bridge management and employee relations by addressing demands, grievances or other issues
- (c) Manage the recruitment and selection process

- (d) Support current and future business needs through the development, engagement, motivation and preservation of human capital
- (e) Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- (f) Nurture a positive working environment
- (g) Oversee and manage a performance appraisal system that drives high performance
- (h) Maintain pay plan and benefits program
- (i) Assess training needs to apply and monitor training programs
- (j) Report to management and provide decision support through HR metrics
- (k) Ensure legal compliance throughout human resource management

Office/Executive Secretary

- (a) Answer phone calls and redirect them when necessary
- (b) Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- (c) Prepare and disseminate correspondence, memos and forms
- (d) File and update contact information of employees, customers, suppliers and external partners
- (e) Support and facilitate the completion of regular reports
- (f) Develop and maintain a filing system
- (g) Check frequently the levels of office supplies and place appropriate orders
- (h) Make travel arrangements
- (i) Document expenses and hand in reports
- (j) Undertake occasional receptionist duties

Finance Director/Manager

- (a) Perform financial management duties including generating financial data, compiling and submitting reports, analyzing industry trends and assessing the financial health of the company.
- (b) Oversee the operations and development of the company's finance departments including creating and reviewing policies, budgeting, recruiting, training and conducting regular assessments of financial procedures.
- (c) Supervise the preparation of quarterly and annual account reconciliations, monitor and enforce compliance with tax and financial reporting standards and assist with cash flow forecasting.
- (d) Advise colleagues and executive management on decisions related to the company's finances.
- (e) Supervise the documentation of the company's financial status and forecasts.
- (f) Mediate between the organization, employees, stakeholders, shareholders and investors on financial issues for amicable resolution of differences.

(g) Create strategic business plans based on the analysis of the company's status and financial forecasts.

Procurement Manager

- (a) Devise and use fruitful sourcing strategies
- (b) Discover profitable suppliers and initiate business and organization partnerships
- (c) Negotiate with external vendors to secure advantageous terms
- (d) Approve the ordering of necessary goods and services
- (e) Finalize purchase details of orders and deliveries
- (f) Examine and test existing contracts
- (g) Track and report key functional metrics to reduce expenses and improve effectiveness
- (h) Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- (i) Foresee alterations in the comparative negotiating ability of suppliers and clients
- (j) Expect unfavorable events through analysis of data and prepare control strategies
- (k) Perform risk management for supply contracts and agreements
- (l) Control spend and build a culture of long-term saving on procurement costs

Construction Manager

Construction manager is responsible for supervising the construction of residential, commercial and industrial buildings. They collaborate with other managers, specializing in various project aspects and are involved in all project phases from planning to completion. The responsibilities shall include:

- (a) Oversee and direct construction projects from conception to completion
- (b) Review the project in-depth to schedule deliverables and estimate costs
- (c) Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations
- (d) Coordinate and direct construction workers and subcontractors
- (e) Select tools, materials and equipment and track inventory
- (f) Meet contractual conditions of performance
- (g) Review the work progress on daily basis
- (h) Prepare internal and external reports pertaining to job status
- (i) Plan ahead to prevent problems and resolve any emerging ones
- (j) Negotiate terms of agreements, draft contracts and obtain permits and licences
- (k) Analyse, manage and mitigate risks
- (l) Ensure quality construction standards and the use of proper construction techniques

Site/Residence Engineers

Site Engineers typically come from several engineering disciplines, including civil, structural, electrical, and mechanical backgrounds. Unlike Project Engineers who are in charge of overseeing a construction project in general, Site Engineers give technical, organisational, and supervisory input to construction projects. Site Engineers have a more technical role, focused on providing more specific technical knowledge for managing projects. They ensure that the construction of a project is to the specifications of the building plans and designs. The responsibilities shall include:

- (a) Managing the site day-to-day, including supervising and monitoring the site labour force and the work of any subcontractors.
- (b) Acting as the main technical adviser on a construction site for subcontractors, craftspeople, and operatives.
- (c) Checking plans, drawings, and quantities for accuracy of calculations.
- (d) Setting out, levelling, and surveying locations.
- (e) Overseeing building or infrastructure construction, selection, and requisition of materials.
- (f) Ensuring that technical designs and drawings are applied correctly, and project budgets and deadlines are met.
- (g) Preparing site reports, cost-effective proposals, and other paperwork.
- (h) Working with supervisors to ensure safety compliance and the creation of a safe working environment.

Construction Site Supervisor/Officer

- (a) Assist the project manager in planning the project
- (b) Assist the project manager in creating schedule for the construction project
- (c) Support the project manager in hiring contractors and choosing suppliers for the project
- (d) Supervise construction projects to make sure they meet technical specifications
- (e) Ensure that construction projects are completed within planned cost and time
- (f) Keep accurate records of material and labor costs incurred in the construction process
- (g) Monitor the progress of the construction work and performance of subcontractors at the site
- (h) Hold meetings with site workers and subcontractors on behalf of the project manager
- (i) Convey message from the site manager or major stakeholders to contractors and subcontractors
- (j) Convey information about the progress of the project and performance of the contractors to the manager
- (k) Assist the manager in preparing report to be submitted to stakeholders by providing necessary information on the progress of the business
- (l) Represent the project manager in executive and stakeholders' meetings
- (m) Assist the project manager in the procurement of certain materials
- (n) Assist the project manager in hiring and assigning tasks to laborers

- (o) Assist contractors and Engineers in interpreting technical designs
- (p) Educate site workers on safety procedures to be adopted at the site and make sure that they adhere strictly to safety standards
- (q) Ensure that the construction site is safe and free from any hazardous chemical or objects

Construction Site Safety Manager/Officer

The primary responsibility of a construction safety officer is to ensure all the workers at the construction site are working in a safe environment and are following all correct safety procedures. The major tasks, duties, and responsibilities construction safety officers perform are shown in the job description example below:

- (a) Conduct daily environmental and safety audits
- (b) Inspect and examine all health and safety related complaints, workplace accidents, outbreaks of diseases, the spill of hazardous toxins or poison
- (c) Search for physical, biological, and chemical workplace hazards
- (d) Investigate the construction site to ascertain equipment, production, and material processes do not pose a safety or health hazard to employees, work guests, and the general public
- (e) Create, evaluate, and implement health and safety programs and strategies
- (f) Work closely with the Occupational Safety and Health Administration (OSHA)
- (g) Write daily safety and health reports or injury logs and ensure they are completed and submitted to relevant government agencies
- (h) Train and advice employers and all relevant stakeholders on issues of workplace safety and environmental protection
- (i) Creating different frameworks that will reduce accidents and improve workplace safety
- (j) Verify the adequacy and safety of all work proposed tools and equipment
- (k) Review and approve all subcontractors' safety plans
- (l) Train and run drills and exercise with workers on how to manage an emergency situation.

Company Driver(s)

They ensure that the vehicle is always fueled and ready for use and perform regular cleaning and maintenance tasks. They also follow routes and time schedules as set by the management, ensuring goods reach clients or destinations in a timely manner. Their duties and responsibilities often include:

- (a) Responsible for vehicle checks and maintenance, ensuring it is safe and reliable to use
- (b) Following pre-determined routes to transport goods or passengers to assigned locations
- (c) Assisting with the loading and unloading of goods, if applicable

- (d) Ensuring documents are signed upon delivery to confirm receipt of goods
- (e) Adhering to all driving laws and regulations
- (f) Keeping logs of activities, including mileage and fuel consumption
- (g) Communicating effectively with dispatchers and manage time efficiently to meet schedules
- (h) Assisting in resolving any issues that may arise during delivery
- (i) Carrying out basic vehicle maintenance tasks, such as checking tire pressure, oil levels, and replenishing fuel
- (j) Reporting any accidents or damages to the vehicle to the management immediately



ORGANISATION STRUCTURE

