

Manager / Coordinator

PRIMARY RESPONSIBILITIES

- Set tools and objectives for department or unit.
- Develop budgets and ensure department adheres to it.
- Participate in developing policies and procedures.
- Manage staff.
- Hire, train, and terminate workers as needed.
- Determine salary brackets.
- Handle employee relations.
- Attend and preside over meetings.
- Maintain employee records.
- Manage and direct overall operations.
- Set goals for each department.
- Clearly communicate goals to department heads.
- Measure the success of each department.
- Manage support staff.
- Delegate responsibility.
- Generate and present reports on departmental goals.
- Participate in seminars and conferences.
- Motivate and encourage employees.
- Participate in lead generation and business development.
- Ensure high customer and client satisfaction.
- Solicit customer feedback.
- Ensure inventory is stocked and consistently replenished.
- Promote company's mission and values.
- Set district and regional goals.

JOB DESCRIPTION:

- Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; providing educational opportunities.
- Develops strategic plan by studying technological and financial opportunities; presenting assumptions; recommending objectives.
- Accomplishes subsidiary objectives by establishing plans, budgets, and results measurements; allocating resources; reviewing progress; making mid-course corrections.
- Coordinates efforts by establishing procurement, production, marketing, field, and technical services policies and practices; coordinating actions with corporate staff.
- Builds company image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices.
- Maintains quality service by establishing and enforcing organization standards.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Communicating the office needs on timely basis ICMC
- Assist ICMC to discharge their responsibilities
- Handle employee relations.
- Maintain employee records.
- Manage and direct overall operations.
- Measure the success of each employee
- Participate in seminars and conferences.
- Motivate and encourage employees.
- Participate in corporate relations development

Qualification: Minimum BA with at least 2 years post qualifications experience

Send you CV's to secretary@sabatrust.org