



Organization Name:	Document No:	HRD/HR/F/72
Job Description – Managing Director	Page No:	Page 1 of 1

Managing Director Name:

Qualifications:

The following is the job description of a Managing Director:

1. Develop and execute the company’s business strategies in order to attain the goals of the organization
2. Provide strategic direction to the partnership firm as per market need
3. Prepare and implement comprehensive business plans to facilitate achievement by planning cost-effective operations and market development activities
4. Ensure company policies and legal guidelines are communicated all the way from the top down in the firm and that they are followed at all times
5. Communicate and maintain trust relationships with stakeholders, business partners and authorities
6. Oversee the company’s financial performance, investments and other business ventures
7. Delegate responsibilities and supervise the work of executives providing guidance and motivation to drive maximum performance
8. Read all submitted reports by lower rank managers to reward performance, prevent issues and resolve problems
9. Act as the public speaker and public relations representative of the company in ways that strengthen its profile
10. Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth of the partnership firm.

Signature:	Signature
Name:	Name:
HR Manager	Managing Director

Issue No:	Issue Date:	Amend No:	Amend Date:	Copy No: 01
Prepared/Issued by:	Quality Manager	Approved by	Director	