* 1. IDENTITAS JABATAN

NAMA JABATAN : CHIEF EXECUTIVE OFFICER

BAWAHAN LANGSUNG : CTO, CFO, CCO,COO

* 1. FUNGSI UTAMA JABATAN
  2. TANGGUNG JAWAB DAN WEWENANG
* Memutuskan dan menentukan peraturan dan kebijakan tertinggi perusahaan
* Mengorganisasi Visi dan Misi Perusahaan Secara Keseluruhan.
* Bertanggung jawab dalam memimpin dan menjalankan perusahaan
* Bertanggung jawab atas kerugian yang dihadapi perusahaan termasuk juga keuntungan perusahaan
* Merencanakan serta mengembangkan sumber-sumber pendapatan dan pembelanjaan kekayaan perusahaan
* Bertindak sebagai perwakilan perusahaan dalam hubungannya dengan dunia luar perusahaan
* Menetapkan strategi-strategi stategis untuk mencapakai visi dan misi perusahaan
* Mengkoordinasikan dan mengawasi semua kegiatan di perusahaan, mulai bidang administrasi, kepegawaian hingga pengadaan barang.
* Mengangkat dan memberhentikan karyawan perusahaan
* Menyetujui anggaran tahunan perusahaan  dan melaporkan laporan pada pemegang saham
* Menunjuk Orang untuk Memimpin Divisi Tertentu
* Meeting Rutin dengan Para Pemimpin Senior Perusahaan
* Mengikuti Situasi Kompetisi Internal dan Eksternal
* Mengevaluasi Kesuksesan Perusahaan
  1. HUBUNGAN KERJA
* Semua pegawai
  1. SPESIFIKASI PEKERJAAN & KOMPETENSI

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| Latar belakang pendidikan dan pengalaman | : | 1. | Pendidikan teknis minimum S-1 /S-2 |
|  |  | 2. | Pemahaman mengenai standar perusahaan di Indonesia |
|  |  | 3. | Pemahaman mengenai managerial |
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| Keahlian dan pengetahuan | : | 1. | Kepemimpinan |
|  |  | 2. | Integritas |
|  |  | 3. | Pemikiran analitis |
|  |  | 4. | Kerjasama |
|  |  | 5. | Peduli terhadap keteraturan |
|  |  | 6. | Pemikiran stratejik |

#### Example CEO (Chief Executive Officer) Job Description

We are searching for a dynamic and experienced leader to join our company in the role of CEO (Chief Executive Officer). The Chief Executive Officer will work closely with the Board of Directors, serving as managing director of corporate operations and as the main link between the different divisions within the company. The ideal candidate for this position has previous corporate management experience and a proven track record for effective team management and results-driven leadership.

#### Responsibilities

* Direct the company in keeping with the vision outlined for the company by the Board of Directors
* Partner with high-level officers to grow the company, strengthen it and ensure its sustainability
* Represent the company as required, including attendance of important functions, industry events and public meetings
* Work closely with the CFO (Chief Financial Officer) to prepare annual budgets, complete risk analysis on potential investments, and advise the Board of Directors with regard to investment risk and return
* Work closely with Human Resources (HR) regarding hiring practices, payroll and benefit disbursement
* Oversee quality control throughout the company, establishing goals for each department in partnership with division managers

#### Qualifications & Skills

1. Bachelor's or Master’s Degree in Business Administration, Law or Liberal Arts
2. 7-10 years of corporate managerial experience
3. Advanced skills in MS Office and professional accounting software
4. Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly
5. Leadership skills, including the ability to manage time effectively and handle both internal and external conflicts
6. ICPM (Institute of Certified Professional Managers) certification preferred