



Position Title: CHIEF EXECUTIVE OFFICER (CEO)

Department: None

Reports to: None

This position is  Non-Exempt  Exempt**1. General Summary**

The CEO is responsible for providing strategic, financial and operational leadership for the company and will closely coordinate and work with the Board of Directors (BOD) and senior leadership team.

**2. Essential Job Duties**

- 2.1. Plan, develop, implement and direct the organization's operational and fiscal function and performance.
- 2.2. Act as a strategic partner by developing and implementing the company's plans and programs.
- 2.3. Analyze and make recommendation on the impact of long range growth initiatives, planning, and introduction of new strategies and regulatory actions.
- 2.4. Develop credibility and authority for the finance leadership team by providing accurate analysis of budgets, reports and financial trends and operational procedures in order to assist the BOD and senior executive team.
- 2.5. Create, improve, implement and enforce policies and procedures of the organization that will improve operational and financial effectiveness of the company.
- 2.6. Communicate effectively and establish credibility throughout the organization and with the Board of Directors as an effective developer of solutions to business challenges.
- 2.7. Provide expert financial guidance and advice to others within executive leadership.
- 2.8. Improve the planning and budgeting process on a continual basis by educating departments and key members of corporate leadership.
- 2.9. Provide strategic input and leadership on decision making issues affecting the organization; specifically relating to the evaluation of potential mergers, acquisitions or partnerships.
- 2.10. Optimize the handling of banking relationships and work closely with CFO to foster and grow strategic financial partnerships.
- 2.11. Work with finance team to develop a solid cash flow projection and reporting mechanism, which includes setting a minimum cash threshold to meet operating needs.
- 2.12. Act as a strategic advisor and consultant offering expert advice on contracts, negotiations or business deals that the corporation may enter into.
- 2.13. Evaluate company's financial, operational, and sales and marketing structures to plan for continual improvements and a continual increase of operating efficiencies.
- 2.14. Mentor and interact with members of staff at all levels to foster growth and encourage development among senior executive team and all members of staff.
- 2.15. Act as a strategic advisor and consultant offering expert advice on contracts, negotiations or business deals that the corporation may enter into.
- 2.16. Evaluate company's financial, operational, and sales and marketing structures to plan for continual improvements and a continual increase of operating efficiencies.
- 2.17. Mentor and interact with members of staff at all levels to foster growth and encourage development among senior executive team and all members of staff.
- 2.18. As a part of food safety, the Chief Executive Officer (CEO) is responsible for adhering to the Primus GFS Food Safety Management System, GMPs, HACCP, Food Safety Plans, and FSMA required standards.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**3. Capabilities**

- 3.1. Leadership
  - 3.1.1 Great vision, has ability to look around the corner
  - 3.1.2 Poised leader
  - 3.1.3 Hires and retains great talent
  - 3.1.4 Coaches up/down/across the organization
  - 3.1.5 Deals swiftly with under-performers
  - 3.1.6 Inspires, does not alienate
  - 3.1.7 Strategic thinker, has detail and data behind ideas
  - 3.1.8 Passionate about the customer
  - 3.1.9 Passionate about the employees



- 3.1.10 Sets stretch targets
- 3.1.11 Delivers results
- 3.2 Teamwork
  - 3.2.1 Builds high-performing team
  - 3.2.2 Delegates appropriately
  - 3.2.3 Gives appropriate rewards/recognition
  - 3.2.4 Holds everyone accountable
  - 3.2.5 Embraces history of success and mentors key leaders
  - 3.2.6 Works well across the organization, particularly operations and finance
- 3.3 Personal and Interpersonal Skills
  - 3.3.1 Listens well
  - 3.3.2 Solicits ideas from entire organization
  - 3.3.3 Assertiveness
  - 3.3.4 Great communications
  - 3.3.5 Able to multi-task at a very fast pace
  - 3.3.6 Creativity
  - 3.3.7 Strong analytical skills
  - 3.3.8 Plays offense, knows how to initiate action
- 3.4 Functional Skills
  - 3.4.1 Sales: new business development, finding new revenue, negotiating and winning
  - 3.4.2 Strategic planning
  - 3.4.3 Marketing: brand builder, able to leverage the value proposition, monetize opportunities
  - 3.4.4 Human Capital

#### 4. Requirements

- 4.1. Bachelor's degree in business or related, MBA preferred
- 4.2. 5-10 years of direct experience in the food manufacturing industry and must have at least two years as the CEO.
- 4.3. Ability to train, develop and manage large executive teams
- 4.4. Executive Presence and ability maintain calm demeanor in high stress environment

	0-24%	25-49%	50-74%	75-100%		0-24%	25-49%	50-74%	75-100%
<b>Lifting/Carrying</b>					<b>Twisting/Turning</b>				
Under 10 lbs.	X				Reach over shoulder				
11-20 lbs.					Reach over head				
21-50 lbs.					Reach outward				
51-100 lbs.					Climb				
Over 100 lbs.					Crawl				
					Kneel				
<b>Pushing/Pulling</b>					Squat				
Under 10 lbs.					Sit				X
11-20 lbs.					Walk-Normal Surfaces				X
21-50 lbs.					Walk-Uneven Surfaces	X			
51-100 lbs.					Walk-Slippery Surfaces		X		
Over 100 lbs.					Stand	X			
					Bend				
<b>Driving</b>									
Automatic Trans				X	<b>Other</b>				
Standard Trans	X				Keyboard/Ten Key				X
					Fingering (fine dexterity)		X		
					Handling (grasping, holding)	X			