

## **GENERAL MANAGER (SGI-JR-0015)**

### **SUMMARY**

This is a management position with a large scale cocoa and coffee producer and exporter. The hired candidate will be part of the second level of management in Cameroon and will report directly to the CEO. The role includes administrative affairs, operation finance management, contractors' management, Resources Management in Cameroon, Logistic and Transport Management, Buying, Sales, Communication and policies Reinforcement.

### **DUTIES AND RESPONSIBILITIES**

- 1) Works with the CEO to file all required document with the government as well as paying all the fees.
- 2) Provides weekly updates and financial Sheets with expenses and sales tracking; submits to the CEO.
- 3) Works with the Directors to Build Operations and Business Expansion Projects budgets for each quarter and submits for approval.
- 4) In charge of the local purchase for needed seeds, plants, equipment, tools and products as well as all transportation of the goods. She/he will report on initial seeding and planting program.
- 5) Supports the Directors as they need.
- 6) Works in conjunction with the Directors and CEO to design Operations teams. In charge of making final hiring decisions in Cameroon.
- 7) Will control to make sure that all procedures, recommendations, schedule and rules proposed by the Directors and approved by the CEO are properly implemented by the Farm Supervisors.
- 8) Communicating farm and company goals biweekly through team meeting and ensuring the targets are met or exceeded.
- 9) In charge of farms performance evaluation as well as rewarding excellence in workers.
- 10) In charge of communicating company policies and ensuring compliance.

### **EDUCATION, Qualifications and Abilities**

- 1) Bachelor or Master Degree in field related to Logistic, Transport, Resources Management and or Business.
- 2) Some experience in Human Resources and agriculture training.
- 3) Thorough knowledge (or in process of learning) of the principles, methods, and techniques of cocoa and coffee farming.



- 4) Thorough knowledge (or in the process of learning) of soil, crops, animal husbandry, spray, machinery and farm building.
- 5) Eagerness to learn, work hard to exceed targets and expectations.
- 6) Ability to organize and manage multidisciplinary team as well as to handle multiple aspects of the role at the same time.
- 7) Ability to keep records of time, production, expenses, sales and to make reports and recommendations for improvement in methods, equipment and cost saving.
- 8) Ability to spend at least 2 days at the farm every week alternating between the Cocoa and Coffee farm. Coordinate with weekly farm visit of the Agricultural Engineers.
- 9) Speak fluent French and English

#### HOW TO APPLY

To apply for this position, please send your CV with a portrait photo and 2 reference contacts to the e-mail [jobs@smartglobeinternational.com](mailto:jobs@smartglobeinternational.com) quoting the reference number SGI-JR-0015 as the subject.