
JOB DESCRIPTION

Department	:	General Manager Office
Job Title	:	General Manager
Report To	:	Managing Director / Senior General Manager
Supervises	:	Asst General Manager, Senior Managers and Managers

Purpose of Job / Job Summary

Responsible for overall operational issues of the company and subsidiaries inclusive of Finance, Business Development, Project Management, Construction, Township Management, Sales Administration, Human Resource & Administration and Contract matters.

Authorities / Discretions / Delegations

Finance

As authorised in accordance to company policy for expenditure

Recruitment

Interview and recruit Head of Departments (HOD) / Section Heads

Administrative

Review HODs recommendation and approve in accordance to company policy.

Delegation of works

All matters related to company operations.

Key Responsibilities / Duties

1. Responsible for achieving divisional target under the Budget & Business Plan (BBP) for the company and subsidiaries.
2. Participate and formulate objectives and Strategic Planning of the project with senior management. eg. Future Development Plans for the balance of land.
3. Overall responsible for Marketing and Sales achievement within Divisional Performance Target (DPT) – eg. sales launch and selling prices.
4. To guide and assist business development so as to improve project marketability.
5. To advise Project teams for achieving targeted deadlines as outlined in the Master Implementation Programme (MIP).
6. To monitor and advise costing of overall projects development are within control through regular review of feasibility study with project managers and finance manager.
7. Overall responsible for project planning and development, ensure deliverables in timeliness and achieve required quality.
8. Responsible for pursuing authorities approvals.

9. Represent the company in relevant management, board of directors and quarterly management meetings.
10. To review and recommend company operation procedure and policy.
11. Responsible for staff issues inclusive of manpower planning, bonus, staff promotion and career planning proposals for the management approval.
12. Responsible for the performance of subsidiaries companies – competitiveness and profitability
13. To motivate Head of Departments/Section Heads in career planning and promote good teamwork and coordination.
14. To attend to customers complaints as and when required.
15. Any other duties that may be assigned from time to time by the management.

Functional Relationships

Internal : Head of Departments / all staff

External : Business associates, Head Office, local authorities, bankers, solicitors, consultants, contractors, customers/purchasers and vendors.

Person Specifications

Qualifications: Degree in Civil Engineering/Building/Architecture/
Bachelor of Business Property or related discipline

Experience: Minimum 15 years working experience in Property Development and Project Management.

Specific skills / abilities: Well-versed in property development process, Strategic Planning, good decision making skill.

Personal qualities: Able to lead and manage team to achieve company's goal Good communication and net working skill.