**CHIEF EXECUTIVE OFFICER JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Sunshine Corp.

**Address**: 678 Walnut Ave., Oklahoma City, OK 73000

**Phone**: (555) 555-5555

**E-Mail**: inquiries@ideas.com

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Chief Executive Officer

**Reports to**: Harmon Kabila, Chairman of the Board

**Job Location**: Oklahoma City Headquarters

**Start Date**: Jan. 1, 2022

**Job Type**: [x]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 40+ Hours per week

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| **JOB DESCRIPTION** |

The Sunshine Corp., a leading solar cell manufacturer, seeks a chief executive to run the firm’s day-to-day operations. The position will manage a firm of 500 engineers, factory and office workers in a rapidly changing field with high government oversight.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Oversee corporate operations
 | * Develop strategic growth vision
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| * Serve as public face of the firm
 | * Assure financial/budget stability
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| * Monitor company divisions
 | * Maintain firm’s public image
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| * Prepare reports for board
 | * Evaluate success benchmarks
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Masters in Business Administration
 | * Understand corporate tax, finance
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| * Experience as high-level officer
 | * Ability to identify issues, talent
 |
| * Strong leadership instincts
 | * Comfort with high-stakes decisions
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