

CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

EMPLOYER INFORMATION

Name: Sunshine Corp.

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

Phone: (555) 555-5555

E-Mail: inquiries@ideas.com

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: Full-time Part-time Independent Contractor Intern

of Hours: 40+ Hours per week

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.

RESPONSIBILITIES AND DUTIES

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

QUALIFICATIONS / REQUIREMENTS

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

