

Managing Director

Reports to: Board of Directors

Date: 3 February 2018

About the Company

TerraClear Production Co., Ltd. ("TCP") was established in 2010 in Pakse, Champasak Province, Lao PDR. TCP is a social enterprise that exists to provide products and services to meet social needs, especially in poor and underserved markets. TCP presently manufactures and sells a ceramic water filter which provides affordable access to clean water. TCP has about 30 employees serving the southern four provinces of Laos, and has growth plans to expand into other markets, especially central and northern Laos.

Job Description

Summary

The Managing Director provides overall leadership to the daily operations of the company.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Participates in formulating and administering company policies, directing and coordinating all divisional department activities to develop and implement long-range goals and objectives to meet quadruple bottom line objectives.
- Reviews analyses of activities, costs, operations and forecast data to determine department or division progress toward stated goals and objectives.
- Develops, reviews, updates and implements business strategic planning, including sales, financial performance and new product development.
- Oversees manufacturing and materials departments to review production and operating reports and resolve operational, manufacturing and facility problems to ensure minimum costs, prevent operational delays and to meet future growth.
- Oversees key projects, processes and performance reports, data and analysis.
- Reviews and supports product development to oversee design concepts with new technology used for new or existing products or improvement to provide cost reduction, safety, customer requirements and market growth.
- Reviews operations and plans to meet requirements for sales planning and to ascertain manufacturing or outsourcing requirements to develop new markets.
- Reviews and approves preparation of accounting analysis for budgetary planning and implementation, production efficiency, financial reporting, budgetary planning and plans for capital expenditures.

Competencies

Business Acumen

Communication Proficiency

Problem Solving/Analysis
Project Management
Strategic Thinking

Supervisory Responsibility

This role manages and directs staff management in sales, production, quality control, administration, and collections. The role is responsible for the overall direction, coordination and evaluation of direct reports and for carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Work Environment

The performance of this position may occasionally require exposure to the manufacturing areas that require the use of personal protective equipment such as safety glasses, mandatory hearing protection, and face masks. For the most part the employee will be exposed to ambient room temperatures, lighting and traditional office equipment as found in a typical office environment. Occasional field visits to rural villages may be required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Individuals may need to sit or stand as needed. The position may require walking primarily on a level surface for periodic periods throughout the day. The employee may reach above shoulder heights or below the waist or lift as required to file documents or store materials throughout the workday. Proper lifting techniques are required.

Position Type/Expected Hours of Work

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasionally work times and days may need to shift. Flexibility on standard work times is offered to accommodate family requirements.

Travel

Occasional domestic travel is expected with this position, which may include travel by motorbike, car, bus, airplanes and ferries.

Required Education and Experience

Master's degree or equivalent; or four to 10 years' related experience or training; or equivalent combination of education and experience.

Preferred Education and Experience

Prior finance, engineering or production management experience, preferably in a manufacturing environment.

Additional Eligibility Qualifications

Proficiency in English is required

Proficiency in Thai or Lao language is a plus

Work Authorization

For non-Lao citizens or non-residents, an NI-B2 (Business) Visa, a valid work permit, and a stay permit are required to live and work in Lao PDR. The company will provide sponsorship of all required work authorizations.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.