

Manual de funciones Gerente General

DATOS GENERALES	
Nombre del cargo:	Gerente General
Puesto del jefe inmediato:	Ninguno
Puesto subordinado directo:	Ingeniero en Administración de Negocios
Área al que pertenece:	Oficina General
OBJETIVOS DEL PUESTO	
Es el encargado de la dirección de la empresa, responsable de todas una de las acciones prioritarias, y del control de las actividades o actividades que en el centro, además de la forma de decisiones que garantizan el buen funcionamiento de la empresa.	
RESPONSABILIDAD	
Es la responsable de cumplir con la planificación, organización, implementación y control de la empresa además de diseñar y elaborar el presupuesto, los procesos y haberlos con establecimientos.	
Las que incluye:	
<ul style="list-style-type: none">• Control de los ingresos y egresos de la empresa.• Desarrollar estrategias que permitan obtener productos de calidad a través de una explotación adecuada que permitan obtener una buena inversión en productos de calidad.• Elaborar planes para desarrollar actividades y diseñar la toda una de las involucradas de la empresa.• Establecer estrategias, planes, objetivos y metas para la empresa.• Lograr la completa armonía entre sus colaboraciones a través de un trabajo coordinado incluyendo las buenas relaciones entre las empresas, clientes, proveedores, bancos, comunidad y gobierno.• Controlar las actividades contables y financieras.• Controlar eficientemente de las operaciones de la empresa.• Mitigar inconvenientes mediante soluciones adecuadas y oportunas.	
REQUIREMENTS	
Conocimientos en administración de empresas y negocios.	
COMPETENCIAS	
Creatividad, liderazgo, pensamiento analítico, estratégico, visión de negocios, capacidad de negociación, comunicación efectiva, dirección de persona, inteligencia emocional.	

Gerente General Manual De Funciones

Cristina Elena Abril Sánchez



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