

MANUAL DE FUNCION DE UN GERENTE GENERAL

DATOS GENERALES	
Nombre de cargo:	Gerente general
Puesto del jefe inmediato:	Ninguno
Puesto subordinado directo:	Ingeniero de administración de negocios
Área al que pertenece:	Dirección general
OBJETIVOS DE PUESTOS	
Es el encargado de la dirección de la empresa, responsable de cada uno de los niveles jerárquicos, y del control de actividades a desarrollarse en el centro, además de la toma de decisiones que garanticen el buen funcionamiento de la empresa.	
RESPONSABILIDAD	
Es responsable de cumplir con la planificación, organización, implementación y control de la empresa además de diseñar y elaborar el presupuesto, las acciones y labores del establecimiento. Lo que incluye son los siguientes puntos: • Control de los ingresos y egresos de la empresa. • desarrollar estrategias que permitan obtener productos de calidad a través de una cotización adecuada que permitan realizar una buena inversión en productos de calidad. • Elaborar planes para desarrollar actividades y dirección a cada uno de los involucrados de la empresa. • Lograr la completa armonía entre sus colaboradores a través de un trabajo coordinado inculcando las buenas relaciones entre los empleados, clientes, proveedores, bancos, comunidad y gobierno. • Conocer técnicamente de las operaciones de la empresa. • Controlar las actividades contables y financieras. • Mitigar inconvenientes mediante soluciones adecuadas y elocuentes.	
REQUERIMIENTOS	
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.	

Elaborado por: Fernando arias

Fuente: El autor

Gerencia General Manual De Funciones

Lei Shi



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