|  |  |
| --- | --- |
| **Job Description – Director, Malaysia** | |
| **Job Title** | Director, Malaysia |
| **Level** | C – Director |
| **Location** | Kuala Lumpur |
| **Reporting To** | Andrew Wigg, Managing Director – Australia, SAP |
| **Team** | Malaysia |
| **Job Overview** | To lead the growth of the Malaysia business including management of operations, business development and marketing, people and finance teams towards achieving agreed business objectives. |
| **Key Responsibilities** | General   * Develop and execute the company’s business strategy * Prepare and implement comprehensive business plans as required   Client & Business Development   * Develop and implement a Business Development and Marketing Plan * Establish the company public profile through networking, conferences, and speaking engagements * Communicate and maintain trust relationships with stakeholders * Identify, prepare bid and secure project wins to align with budget requirements   People   * Overall resource management and recruitment as required to achieve business goals * Ensuring training and development of staff   Service Delivery   * Assume full accountability for company operations * Ensuring high quality service standards are maintained and improved   Finance   * Lead budget setting and delivery, quarterly reviews of budget * Review performance of business units monthly and implement corrective actions * Managing debtors and WIP levels |
| **Job Specification** | **Personal Specification**   * Demonstrable experience in developing strategic and business plans * Proven technical experience and sound knowledge of construction industry * Has proven job winning abilities and presence across the market. * Strong understanding of corporate finance and measures of performance * Excellent organisational and leadership skills * Outstanding communication, interpersonal and presentation skills |