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| **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
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| **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
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