

MANUAL DE FUNCIONES

Identificación del cargo	
Nombre del cargo:	Director General
Número de Cargos:	Uno (1)
Reporta a:	Jefe directo

Requisitos Mínimos	
Perfil del cargo	Hombre con título en administración de empresas, ingeniero de alimentos. Con conocimientos en computación, administración, finanzas, contabilidad, comercialización y ventas.
Requisitos de Experiencia	Experiencia mínima de dos (2) años en labores propias del cargo.

Objetivo principal

Sus funciones son planificar, organizar, dirigir, controlar, coordinar, analizar, calcular y deducir el trabajo de la empresa, además de contratar al personal adecuado. Es responsable ante los resultados de las operaciones y el desempeño organizacional, dirige y controla las actividades, ejerciendo autoridad funcional sobre el resto de administrativos y operacionales de la organización.

Funciones Esenciales

- Planificar estratégicamente las actividades de la empresa, fija las políticas y los objetivos de la organización para el largo y mediano plazo, el plan estratégico se sustenta en un presupuesto y en los estados financieros proyectados.
- Diseña estructuras organizacionales acordes a las demandas del entorno y de los mercados, organiza la empresa en forma concordante con los objetivos de la organización y las condiciones del mercado.

Como Hacer Un Manual De Funciones Administrativas

Jorge Buireu Guarro



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