



GENERAL MANAGER
JOB & PERSON SPECIFICATION
AUGUST 2008



JOB SPECIFICATION

POSITION: GENERAL MANAGER
REPORTS TO: NATIONAL GENERAL MANAGER

Company Overview

Solar Shop Australia (SSA) is a wholly owned Australian renewable energy company, and the largest of its type in the Australian marketplace. Solar Shop designs, manufactures and supplies state of the art photovoltaic solutions for both residential and commercial markets. Its goal is to demystify renewable technology by "making solar simple" and accessible for all Australians. With ever increasing awareness of our energy resources, the demand and interest in the products and service offered by SSA has been phenomenal and as a result the company has and continues to experience record growth and sales.

Company Aim

- Providing customers with an opportunity to maximise power production from solar and wind availability;
- Delivering high quality grid connect and remote area powers utilizing solar and wind technologies to residential and commercial marketplaces;
- Providing a high level of satisfaction to customers in delivering a high quality product, installation and servicing capabilities.



JOB SPECIFICATION

Position Overview

Reporting to the National General Manager, the General Manager is required to manage all facets of the branch in conjunction with the national support roles from head office such as marketing, accounting, and information technology.

Key Responsibilities

- Manage Branch Performance: manage all facets of the branch such as sales, marketing and operations to further the growth of the company;
- Meet Key Branch KPI's: manage the branch in order to meet key KPI's for the company;
- Branch Reporting: take part in and report on branch performance on a weekly, monthly and annual basis;
- Increase Market Share: increase Solar Shop Australia's market share through growth in sales, installations and marketing;
- Branch Financials: manage day to day accounting functions of the branch; understand and interpret key financial aspects in order to improve top and bottom line results;
- Personnel Management: responsible for hiring/recruitment of all personnel for the branch in conjunction with head office;
- Manage Local System Installations: manage all aspects of local installation including warehousing, operations etc.



PERSON SPECIFICATION

Experience / Knowledge / Skills

- Previous operational experience is required;
- Intelligent, dynamic individual able to respond in a chaotic high growth industry;
- Excellent Management skills and the ability to manage and motivate staff;
- High level communication skills both oral and written;
- Ability to understand all basic accounting functions and interpret financial reports;
- Competent with current technologies and able to apply those skills to achieve the objectives of the organisation;
- Excellent PC Skills including MS Office.

Attributes

- Ability to multi-task;
- Ability to delegate work;
- Ability to work unsupervised and as part of a team;
- High levels of integrity.



HOW TO APPLY

Applications in Word format only should be forwarded to Darren Edwards CA by e-mail to 10694@hender.com.au

Telephone enquiries are welcome and may be directed to Michael Chrisan on (08) 8100 8828.

Please Note

Your application will be automatically acknowledged by a return e-mail.