



## **OVERVIEW**

Plans, develops, and establishes policies and objectives for Hawaiian Properties in accordance with Board directives and corporation charter by performing the following duties personally or through subordinate managers. Optimizes financial results of operations through effective management of opportunities and resources. Major focus on engaging with clients/customers to develop new business and growth for the company.

## **DUTIES & RESPONSIBILITIES**

- Plans, coordinates, and controls the daily operation of the organization through the organization's managers.
- Sets mission statement and company philosophy.
- Establishes current short and long range goals, objectives, plans and policies, subject to approval by the Corporate Board of Directors.
- Provides leadership towards achieving company objectives.
- Evaluates and advises on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Manages operational costs by analysis of budgets, financial reports and trends.
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.
- Establish credibility throughout the organization and with the Board as an effective developer of solutions to business challenges.
- Provide technical financial advice and knowledge.
- Dispenses advise, guidance, direction and authorization to carry out major plans, standards and procedures, consistent with established policies.
- Meets with managers to ensure that operations are being executed in accordance with the organization's policies.
- Determines and oversees the adequacy and soundness of the organization's overall structure.
- Consistently evaluate company performance.
- Reviews operating results of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Establishes and maintains an effective system of communications throughout the organization.
- Plans business objectives, develop organizational policies, coordinate functions and operations between divisions and departments, and to establish responsibilities and procedures for attaining objectives.
- Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions.
- Directs and coordinates formulation of financial programs to provide funding for new or continuing operations to maximize returns on investments and to increase productivity.
- Plans, develops and manages public relations policies designed to improve company's image and relations with customers, employees, stockholders, and public.

- Recruits and selects personnel responsible for any operational function under his/her supervision.
- Evaluates performance of managers for compliance with established policies, objectives and contributions in attaining objectives.
- Maintains motivation of employees and enhances morale.

#### **Supervisory**

- Hires, supervises, develops, counsels, disciplines, and terminates assigned staff as appropriate.
- Provides leadership, coaching and mentoring of staff. Is responsible for estimating personnel needs, assigning work, meeting completion dates, interpreting and ensuring consistent application of policies.
- Communicates goals, objectives, accountabilities, priorities, and authority parameters to assigned staff.

#### **Other**

- Possesses a positive, service-oriented attitude towards agents, clients, insureds, and employees within the company.

#### **Marginal Duties**

- Performs other duties as assigned.
- Adheres to the company's Attendance Management Policy.

### **QUALIFICATIONS**

#### **Education and/or Experience**

- Business Management or equivalent College Degree required.
- Ten plus years related experience and/or training required.
- Previous supervisory or managerial experience required.

#### **Certificates, Licenses, & Registrations**

- Hawaii Real Estate Brokers License preferred.
- Valid Driver's license required.

#### **Knowledge, Skills, & Abilities**

- Demonstrated strong understanding of the industry and market.
- Proficient in PC navigation and windows based software application skills.
- Demonstrated knowledge of and skill in the following:
  - negotiation, influence, presentation and sales
  - networking, interpersonal and relationship building
  - leadership, mentoring, training and team building
  - strategic and critical thinking, and problem solving
  - planning and consulting

## WORKING CONDITIONS

### Physical Demands

- Regularly is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Occasionally is required to climb or balance and stoop, kneel, and crouch.
- Frequently may lift and/or move up to 10 pounds and occasionally up to 25 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### Work Environment

- Noise level in the work environment is usually moderate.
- Not substantially subjected to adverse environmental conditions.
- Must be available by phone 24/7 to respond to immediate needs or emergencies.
- Be able and willing to work beyond a normal eight-hour day and occasionally on weekends, as needed or necessary.

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<b>Job Title:</b>	President	<b>Job Code:</b>	HP-001
<b>Division/Department:</b>	Management	<b>Reports To:</b>	Chairman

*This job description is subject to change at any time and indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.*