

## **JOB OPPORTUNITY**

### **General Manager**

The National Assets Management Company (NAMCO) Ltd. is seeking a suitably qualified and experienced candidate to fill the position of **General Manager**. National Assets Management Company Limited ("NAMCO") is a limited liability company which was incorporated in Antigua and Barbuda in 2016 under the Companies Act, 1995. The Company's main types of business include purchase and acquisition of interests in real property, shares in companies, debentures, and other assets.

#### **Applicants must have:**

1. An Undergraduate Degree from a reputable university.
2. A Post Graduate Degree in Business Administration, Project Management, Finance, or other professional qualification is preferred; and
3. A minimum of ten (10) years' experience at the management level in a high-performing public or private sector corporation.

#### **Applicants should also have:**

- Experience in wealth/financial management, project development, and/or the tourism industry.
- Significant experience in general management and ability to lead and motivate a diverse team of professionals.
- Experience working with a Board.
- Excellent strategic, leadership and communication skills.
- Exceptional written, oral, interpersonal, and presentation skills.
- Proven record of creating value in an organization.
- Ability to function professionally at various levels and build productive relationships with all stakeholders.
- Proficiency in the use of Microsoft Office software.

#### **The key responsibilities will include:**

1. Developing and implementing a strategic plan for the National Assets Management Company (NAMCO);
2. Ensuring that the day-to-day activities and affairs of the company are appropriately managed;
3. Creating and implementing appropriate policies and procedures to ensure the company's financial and other goals and objectives are achieved;
4. Developing annual business plans, capital and operating plans, and budgets that support the company's long term plans and strategies;

5. Ensuring that the finances of the company are in compliance with the policies and procedures established by the Board and prescribed under all applicable laws including the Finance Administration Act, No. 23 of 2006;
6. Overseeing and ensuring compliance with the company's internal rules and policies;
7. Overseeing the preparation and publication of the company's annual report;
8. Building and maintaining a culture of hard work, ethics, accountability, discipline, teamwork, good morale, timeliness and integrity within the company;
9. Fulfilling all responsibilities as assigned by the Board, in the manner expected by the Board;
10. Keeping the Board fully informed in a timely and candid manner of the company's progress towards the achievement of its established goals and of all material deviations from the goals or objectives and policies established by the Board;
11. Evaluating the performance of the staff of the company and making recommendations with respect to their compensation;
12. Ensuring the information communicated to the public fairly portrays the position of the company;
13. Representing NAMCO in a way that enhances and maintains the company's reputation.

Please submit applications to [hr@namco.ag](mailto:hr@namco.ag) on or before **Friday 30<sup>th</sup> November 2018**. Only shortlisted applicants will be contacted.