

JOB DESCRIPTION

Job Title: Chief Executive Officer (CEO)

Industry: Professional Development

Job Type: Full Time

Company: RISE, LLC

Location: 1408 Suite #2 Sweet Home Road, Amherst, NY 14228

Reports to: Other Corporate Officers

Department: Corporate

Job Definition and General Description:

The level of involvement of this position is very high, taking on many of the top clients within the company. Also, this position requires the public attention, going on many of the very important sales pitches and press interviews about the company. While maintaining the public image of the company, the CEO must maintain a professional relationship with all of the employees of RISE, LLC, and with all of the clients as well. One of the few major requirements of this position is that, the CEO must recruit new top level clients, as well as small ones, whether they come with large pay checks or not, with the CEO in the front of all the sales pitches, the company will look like it cares about all of its clients and potential clients.

Reporting Relationship:

Although, the CEO is usually considered the highest level within the business, at RISE, LCC, this is not the case. The CEO must report to the other three top corporate positions Chief Financial Officer (CFO), Chief Operating Officer (COO) and Chief Marketing Officer (CMO), when making major decisions about the business. Otherwise, the flow of communication must be open at all times, allowing all of the corporate officers to know what the other ones are up too at what point throughout the work day.

Duties and Responsibilities:

The duties that are required to be CEO of this company is going out on sales calls to acquire top clients to bring into the business. The CEO must always be very professional and on top of his game because he is the face of the company and needs to make a good professional presence in the business community. Also, the CEO partakes in almost every aspect of the business overseeing the major projects or clients that are brought in, but also the smaller clients, to make sure that every client feels at home when coming to RISE, LLC.

Position Requirements:

The CEO must be able to public speak in front of large crowds to be able to acquire new clients. Also, they must be able to control a room and look like a leader in time of need, considering they are the face of the company. Lastly, they must be able to use general computer software such as Microsoft office, for almost anything that the business needs to get done.

