

MANUAL DE FUNCION DE UN GERENTE GENERAL

DATOS GENERALES	
Nombre de cargo:	Gerente general
Puesto del jefe inmediato:	Ninguno
Puesto subordinado directo:	Ingeniero de administración de negocios
Área al que pertenece:	Dirección general
OBJETIVOS DE PUESTOS	
Es el encargado de la dirección de la empresa, responsable de cada uno de los niveles jerárquicos, y del control de actividades a desarrollarse en el centro, además de la toma de decisiones que garanticen el buen funcionamiento de la empresa.	
RESPONSABILIDAD	
Es responsable de cumplir con la planificación, organización, implementación y control de la empresa además de diseñar y elaborar el presupuesto, las acciones y labores del establecimiento.	
Lo que incluye son los siguientes puntos:	
<ul style="list-style-type: none">• Control de los ingresos y egresos de la empresa.• desarrollar estrategias que permitan obtener productos de calidad a través de una cotización adecuada que permitan realizar una buena inversión en productos de calidad.• Elaborar planes para desarrollar actividades y dirección a cada uno de los involucrados de la empresa.• Lograr la completa armonía entre sus colaboradores a través de un trabajo coordinado inculcando las buenas relaciones entre los empleados, clientes, proveedores, bancos, comunidad y gobierno.• Conocer técnicamente de las operaciones de la empresa.• Controlar las actividades contables y financieras.• Mitigar inconvenientes mediante soluciones adecuadas y elocuentes.	
REQUERIMIENTOS	
Conocimientos en administración de empresas y negocios.	
COMPETENCIAS	
Creatividad, liderazgo, pensamiento analítico, estratégico, visión de negocios, capacidad de negociación, comunicación efectiva, dirección de persona, inteligencia emocional.	

Elaborado por: Fernando arias

Fuente: El autor

Gerencia General Manual De Funciones

Colombia

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Direccion Alimentos y Bebidas En Hoteles Jorge Lara Martínez Lazcano,1985 Obra de gran utilidad para todo profesional en hoteler a y gastronom a ya que ofrece una visi n general acerca de la organizaci n y operaci n de restaurantes y cafeter as Adem s hace hincapi en el tratamiento especial que requieren los departamentos de edecanes servicio de cuartos y banquetes Publisher s description **Gestión y gerencia empresariales. Aplicadas al siglo XXI - 2da edición** Edgar Van Den Berghe,2010-09-01 El objetivo del libro es formar a los lectores en las funciones gerenciales administrativas y de gesti n facilitando el aprendizaje en una forma sencilla pr ctica y actualizada de la macroeconom a y de la administraci n y gesti n empresariales con las tendencias futuras para ser aplicadas en el siglo XXI El libro est dividido en cap tulos claramente determinados En el primero se definen los elementos macroecon micos su interrelaci n y la incidencia que tienen en el sector empresarial en diversas situaciones macroecon micas El segundo cap tulo describe la forma y los pasos necesarios para crear una empresa El tercero expone las funciones b sicas gerenciales y de gesti n empresarial Los siguientes cap tulos describen las funciones b sicas de los departamentos de mercados producci n administrativo de capital humano y financiero En el ltimo se dan una serie de conclusiones y recomendaciones para mejorar la gesti n gerencial **La Gaceta** Honduras,1985

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