

**From:** Human Resource Department

**TO:** Ogunsina Funke

**Role:** Chief Operating Officer & Lead Consultant

**Overseeing:** Both Precise and Teon Engine

**Reports to:** MD

Chief Operating Officer (Marketing, Sales & Communications) and Lead Consultant

**Job Objectives**

* To oversee the operational activities of the company with a view to ensuring positive client experience and the achievement of overall business goals
* To lead the creation, execution and delivery of business goals and strategies
* To grow the company’s revenue and ensure profitability
* Advocate long – term relationships between the client and the agency and maintain a strong brand
* To innovate the conceptualization, development, testing, launch and management of new products based on user needs and opportunities

**Job description**

**COO Role:**

* Oversee Teon Engine’s business and operations
* Identify the company’s growth opportunities and manage the teams’ effort to fill these opportunities in line with revenue goals and profitability
* Lead the Market planning process and liaise with the MD and other C-level stakeholders on strategic priorities
* Plan and attend relevant industry events and conferences to network on behalf of the company
* Develop and execute winning sales and marketing strategies for the company’s offerings to direct clients

**Lead Consultant Role:**

* Generate opportunities and manage the business
* Identify and analyze market opportunities through research and engagement of prospects and existing clients
* Develop business intervention plans, proposing and delivering same to clients in collaboration with relevant stake holders
* Obtain regular client feedback for improvement in client service delivery
* Manage existing businesses

**Managing Projects**

* Evaluate and Manage business project requirements based on clients' specifications
* Create a detailed project strategy, budget and carrying out risk mitigation
* Communicate project scope to clients and coordinate the successful execution in line with agreed timelines and quality standards.
* Ensure proper documentation and legal compliance

**Team Management and Leadership**

* Create and communicate clear expectations and goals for team members and monitor job performance
* Provide frequent feedback on employee performance, address weaknesses or inefficiencies, and offer support to improve skill and competency gaps
* Assess team member’s performance on an ongoing basis.

**Reporting role**

* Drive critical business decisions using data analysis and reports
* Communicate results to internal and external stakeholders as appropriate

KPIs

* Grow revenue by ---------------- and net profit by -------------
* Execute business goals and strategies for the year - Quality of strategic input
* New product development - Number and quality of new businesses generated
* Client satisfaction and strength of brand