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Job ID : JD 02/PH

Category : Full Time Staff

Managing Director

Report To: Board of Director

1. Job Purpose

Overall operational management and corporate health of BQAS and responsible for giving strategic advice, recommendations and directions to the BOD to ensure that the company's vision, mission and objectives are achieved.

2. Specific Functions

- a. Develops the Management System Certification Services and Schemes.
- b. Together with the Resident Director, deals with clients, stakeholders, and regulatory government bodies, in particular the Department of Standards Malaysia and Malaysian Palm Oil Certification Council.
- c. Endorses and issues the clients' certificates after informed deliberations by the Audit & Certification Committee.
- d. Provide adequate resources for certification activities and participates in the Audit & Certification deliberations by providing inputs.
- e. Manages and supervises the implementation and continual improvement of the Quality Management System of the organization
- f. Manages and ensures BQAS conformance and compliance to requirements and regulations as an Accredited Certification Body as prescribed by the Department of Standards Malaysia [DSM] and Malaysian Palm Oil Certification Council [MPOCC].
- g. Leads the Internal Management Committee
- h. Manages the corporate health of the organization
- i. Develops policies and establishment of processes and procedures relating to its operation.
- j. Supervises the implementation of policies, processes and procedures.
- k. Maintains positive and trust-based relations with clients, stakeholders, industry players, relevant government authorities.
- l. Assesses, manages and resolves problematic situation related to the company.
- m. Delegates authority to committees or individuals, as required, to undertake certification activities.
- n. Provides supervision, guidance and directions to the organization's staff.
- o. Ensures organization's policies and legal guidelines are clearly communicated to the staff.
- p. Assumes and takes over the role and functions of Finance & Admin Manager, the position of which was scrapped under the new management.

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- q. Prepares and executes the annual business plan which includes operating and capital budget for the organization.
- r. Manages and supervises company finances, profit & loss, shareholders interest and equity.
- s. Contractual arrangement
- t. Joint-signatory to BQAS Bank Account[s].

3. Qualifications, Skills, Knowledge, Experience

Educational Qualification

- Degree or Tertiary Qualification in relevant field of Study from recognized institution of higher learning.

Relevant Experience

- More than 5 years of experience in top management position particularly in relevant field of business.
- Basic knowledge & understanding of palm oil business and industry
- Have top management experience in handling a large team of staff (minimum 50 strong)
- Excellent planning, organizational and leadership skills.
- Understanding of a multi-faceted business operation.
- Strong financial acumen
- Ability to lead and motivate
- Computer literate-Microsoft Words, Microsoft Excel and Microsoft Point.
- Excellent communication, negotiation and presentation skills.
- Excellent command of English and Bahasa Malaysia- written and spoken.
- Top management experience in dealing and working with government authorities with good knowledge & understanding of goverment operatives.

4. Key Challenges

- Ability to lead & manage a certification body (company)
- Ability to know and understand relevant laws and regulation related to the industry that the company engaged in.
- Ability to lead a team of professionals with diverse background and expertise.

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5. Key Job Dimensions

- Overall management of the company
- Directly in charge of all BQAS full time staff.
- Directly in charge of all External hire (Contractual Staff, Auditors, etc.)
- Signatory/approving authority of all billing and payments in accordance with BQAS Quality Procedure QP 03 Financial Management Procedure
- Signatory to all internal and external correspondence.
- Liaising with external clients and industry partners locally and globally.

6. Working Relationships (internal & external)

- Liaise with internal staff and auditors.
- Liaise with clients, industry partners and players, relevant government agencies (such as DSM, MPOCC, MPOB, LHDN) and private entities both local and global.

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