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Role definitions

Approved: 11:21, 17 July 2023 / Revision: 11:20, 17 July 2023

Tour 2 [Integrated Management system](#) < [Meeting minutes](#)

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Page	Role description	Role owner
Executive Manager	The management represents the company in and out of court.	Janusz Čaplo
Sales Agent	Competent customer advice and sales of the company's products and services.	Irene Parker, Stefan Roth

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IMS:Role definitions/Executive Manager

Approved: 14:16, 9 February 2024 / Revision: 14:16, 9 February 2024

Role owner:	Janusz Čaplo
Role description:	The management represents the company in and out of court.

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Responsibilities

List of individual responsibilities that are assigned to this role within the organization.

Topic	Responsibilities
Legal transactions and insolvency	<ul style="list-style-type: none">• Timely registration of a bankruptcy
Convening of and participation in shareholders' meetings	<ul style="list-style-type: none">• Preparation of the financial statements
Controlling	<ul style="list-style-type: none">• Collection of information on all relevant and economic circumstances
Taxes and accounting	<ul style="list-style-type: none">• Submit monthly income tax and VAT advance filing• Ensure and monitor proper bookkeeping and accounting
Social security	<ul style="list-style-type: none">• Make sure that the company complies with their obligations to the social security institutions• Registration of employees at the professional association

Authorities

1. Personnel authorization
2. Granting of power of attorney

Deputy manager

If the executive manager is unavailable to assume these responsibilities, a deputy manager is appointed. The exact process is set out in the articles of association.

Related pages

https://en.wikipedia.org/wiki/Senior_management

IMS:Role definitions/Sales Agent

Approved: 12:51, 25 August 2023 / Revision: 12:51, 25 August 2023

Role owner:	Irene Parker, Stefan Roth
Role description:	Competent customer advice and sales of the company's products and services.

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Responsibilities

Topic	Responsibilities
Customer acquisition	<ul style="list-style-type: none">• Identify customers and establish contact• Qualify or disqualify the customer• Recognize customer requirements and build customer relationships
Customer calls	<ul style="list-style-type: none">• Callback of leads from all channels• Immediate callbacks• Follow-up phone calls• Substitute calls for absent sales agents
Scheduling	<ul style="list-style-type: none">• Arrange appointments directly with customers• Make up for missed appointments quickly• Investigate appointments canceled by prospective customers
Creating an offer	
Contract negotiations	
Order acceptance	

Authorities

List of authorities that are specifically assigned to this role.

Deputies

Related pages

- [Making an offer](#)
- [Role definitions/Sales Agent](#)
- [Sales process](#)