

Job Profile

Chief Operating Officer (COO) | JC202001

December 2019 – **WomHub** is hiring! We are looking for a self-starter and experienced **COO** to join our leadership team in managing the overall Operations of the business, including team management, systems, processes and portfolio management, reporting and managing key Stakeholder relationships as WomHub expands.

About the Role

- Drive development of Strategic objectives and plans for execution against these
- Manage key Stakeholder relationships
- Drive business develop activities and sustainable growth
- Manage diverse and growing team and associates
- Drive company culture
- Manage portfolio view of programs and manage plans in the short and medium term
- Oversee Communication and marketing plans for WomHub
- Oversee end to end operational activities
- Manage reporting and data analysis
- Risk Management and mitigation
- Drive quality delivery and client relationships

Ideal Candidate

The ideal candidate should have the following key skills:

- Strategic thinking
- Analytical problem solving
- Customer solution orientation
- People Management
- Operational Management
- Advanced skills on Microsoft Office (Excel, Word, PowerPoint)
- Excellent communication
- Reporting, Data analysis and insights
- Managing budgets, forecasts and financials
- Self -starter with passion and drive
- Attention to detail

Requirements

- Must be based in Johannesburg, South Africa
- Must have a minimum Honours' degree and 7 -10 years working experience of which 3 of those are in a Leadership position
- Required to work outside of office hours
- Have flexibility to travel domestic and international
- Have a valid driver's license and passport
- Ability to communicate fluently in English (written and verbal)

Salary and Benefits

- Salary is negotiable based on work experience.
- Flexible work opportunities
- Working with some of the most inspiring women entrepreneurs from around the world

Application

- Apply at: <http://bit.ly/WomHubCareers>
- For any queries, email admin@womhub.com

About WomHub

WomHub is a boutique consulting and advisory firm specializing in supporting female led innovation, entrepreneurship and housing incubators to support female founders around the world. Its foundation arm, WomEng supports women and girls in the engineering and technology industries.



For more information, connect with us at:

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