

Virtual Enterprise Job Descriptions

Chief Executive Officer (CEO) Oversees and directs the company: Responsible for managing and leading the business planning process; Establishes and implements company mission, goals and department policies; Coordinates department tasks; Significantly oversees and contributes to the writing of our Business Plan and Annual Reports; Represents company at all business functions and oversees the legality of all company actions: Establishes plan for social responsibility and delegates tasks; Main spokesperson for company.

Chief Financial Officer (CFO) Manages the Accounting Department; Responsible for company budget and determining salary schedule; Delegates responsibilities to members of the Accounting Department; Formulates and directs the company's overall financial plans and policies; Creates, interprets, and reports on weekly, monthly, and yearly financial reports; Determines company's operating expenses; Reconciles bank accounts; Manages employees in accounts receivable, accounts payable and payroll; Contributes heavily to written business plan and all oral presentations.

Chief Technology Officer (CTO) Oversees the creation and maintenance of the company's website; Supervises and gives direction to the web development team; Coordinates with Marketing Department to include all products/services on company website; Prepares weekly updates to include special offers; Posts HR interest stories on website; Creates and upkeeps social media pages (can delegate specific assignments to departmental staff); Creates links for our business partners; configures the online shopping cart; Assists staff with computer related issues; Leadership role in creating commercials, and computer graphics; Trouble-shoots technical issues; Contributes to written business plan and all oral presentations.

Chief Marketing Officer (CMO) Develops the company's marketing objectives, (including target market, marketing mix, etc.); Effectively implements the company's strategic marketing plan; Researches and helps establish the company product and service lines; Creates marketing surveys or delegates this task to another employee; Conducts weekly department meetings to distribute tasks and adjust the company's product line to maintain our competitive edge; Recognizes and reacts to industry trends to maximize profits; Works closely with IT department to coordinate product and marketing goals and strategies with website and social media pages; Leadership role in creating product catalog, school display case, advertisements, and other promotional materials/media; Contributes heavily to written business plan and all oral presentations.

Chief Operating Officer (COO) or Chief Human Resource Officer (CHRO) Manages the Human Resources Department: Creates, manages, and controls all personnel files; Addresses and participates in all aspects concerning personnel hiring, reprimands, and terminations; Oversees the upkeep of employee attendance and leave records; Establishes and monitors individual employee improvement plans; Works closely with Payroll Specialist to determine employee withholdings; Manages the employee health insurance program; Creates and updates the Employee Manual with HR staff; Monitors employee compliance of company policy; Oversees and assists in maintaining the company newsletter and company photo album; Conducts employee evaluations; Works with HR staff to plan and coordinate company parties, fundraisers, and other school and/or goodwill events; Contributes to written

business plan and all oral presentations.

Chief Sales Officer Responsible for assisting in the management, creation, and implementation of the marketing strategy for the company through a business, technical and sales perspective; Researches and creates sales contracts, when applicable; Initiates and manages discussions and sales with other companies; Negotiates agreements concerning large company sales contracts; Oversees the company's sales department; Delegates tasks to sales team; Creates bulk sales promotions to maximize profits at trade shows; Analyzes sales trends and recommends aggressive sales strategies in order to maximize company profit; Develops incentives for sales team to motivate staff, resulting in increased sales.

Office Manager Works closely with department heads to assist in the creation and editing of company reports; Compiles and submits Monthly Progress Reports to the Virtual Enterprise Facilitator; Schedules meetings and prepares agendas; Monitors and manages the company's email on a daily basis, responding to all incoming emails upon their receipt; Assists in the management of the company's web orders; Maintains company binders and files; Ensures that the employees in our company are paying bills in a timely fashion and are dedicated to maintaining a strong VE economy through their sales and purchasing efforts.

Event Planner Coordinates all special company events, such as Trade Shows, Open Houses, Fundraisers, Goodwill Events, Promotional Events, etc.; Delegates tasks and quotas for company trade shows and fundraisers to all employees; Oversees the design of our company trade show booth and coordinating all needs for each trade show; Coordinates all events, invitations, RSVP's, and refreshments for each special event; Works closely with Chief Executive Officers to ensure that company goals are being met and events are in keeping with the pre-established company culture; Solicit prize donations from local businesses for trade show raffles.

Public Relations Specialist Focuses on our company's social responsibility; Researches philanthropies that are relevant to the mission of our firm; Develops relationships with philanthropies and maintains active communication with these organizations; Develops goodwill efforts and events in our school and community; Provides information on philanthropic efforts to Web Designer and Social Media Specialist to publish online; Contributes to written business plan regarding social responsibility; Creates press releases; Maintains company's communication with Business Partners and Virtual Enterprise Central; Writes thank you letters and other correspondence for sponsors, business partners, mentors, and other community supporters.

Sales Associate (3-4 positions available) Sells company products and services in our school, community, and via email to potential customers; Researches and reports on new and inventive products/services that could prove profitable for the company; Assists in sales training of additional staff when necessary for trade shows, grand opening and other events; Develop strong and catchy sales pitch for potential customers and trade show attendees; Act diligently in completely filling out order forms when making sales; Create order form templates for trade shows; Actively carry out all fundraising initiatives to raise money for our firm; Maintain good relations with other VE firms; Represent our firm well when making sales

in school, in the community, and at trade shows.

Marketing Associate (2-3 positions available) Researches and assists in the creation and branding of the company product and service line; Assists in the implementation of the marketing strategy through the promotion of the company's products/services via creative, attractive, professional, and effective ad campaigns; Assists in the creation and preparation of the company sales catalog, display case, flyers, business cards, brochures, and other promotional materials and mailings; Assists in maintaining the company's product/service line on our website; Conducts weekly research to locate new and innovative products/services; Makes recommendations to management to add new product/service offering to the company's line.

Branch Banker Establishes and manages the company bank accounts through US Network Bank; In-services all employees on the use of the US Network Bank and maintenance of their personal checking and savings accounts; Electronically transfers company expenses; Processes all company and employee checks to verify clearance through US Network Bank; Communicates with the Accounting Department concerning US Network Bank processing discrepancies; Reports any employee US Network Bank discrepancies to the CFO; Responsible for determining a budget for real life trade show expenses and working with Event Planner to establish monetary goals for fundraising efforts; Creates and distributes sponsorship request letters to real businesses in our community to ask for financial assistance for our firm; Assists CFO in creating reports, graphs, and other financial forms.

Accounts Payable/Payroll Specialist Processes payment for all company expenses including payroll; Determines employee payroll deductions and withholding allowances; Completes the monthly Accounts Payable Report; Creates and processes purchase orders to restock inventory; Ensures that all company expenses are paid in a timely manner to avoid interest charges and poor relations with other VE firms; Creates employee personal checks; Creates, manages, and processes payroll through our Accounting Department; Maintains hard copy files of accounting records.

Accounts Receivable Specialist Processes all company invoices through our accounting department; Assigns company numbers for all new customers; Prepares spreadsheets for all VE and non-VE sales; Creates receipts of customer payments; Follows up on outstanding invoices by contacting customers via email, written correspondence sent through the mail, and/or phone calls; Create reports at the end of each month to itemize the status of accounts receivable records and outstanding account balances; Resolves any incorrect customer payments.

Human Resources Associate Assists in the creation and maintenance of all personnel files and benefits; Directly responsible for maintaining employee attendance and leave records on a daily basis; Creates documents and certificates for recognition of employee performance; Assists in the creation of the Employee Manual; Assists with the creation of the monthly company newsletter; Assists Event Planner in coordinating company parties and other

events; Distributes information to employees including tax reporting, employee benefits, field trip permission slips, media release permission slips, and VE portal access; Keeper of employee records for all field trips including trade shows, goodwill events, and fundraisers.

Web Designer Creates and maintains the company's website; Updates website as needed to include special offers; Posts human resources interest stories to website; Configures and modifies the online shopping cart to reflect current specials; Assists the Marketing Department with ads for the company website; Develops a photo gallery on the website and posts accolades; Assists CTO in any required tasks; Advertises business partners/sponsors by displaying their company logos and website links on our company website; Senior Web Designer will assume a leadership role, overseeing the Social Media Specialist.

Social Media Specialist Develops and maintains the company's Facebook, Twitter, SnapChat, and Instagram pages; Posts to social media pages on a daily basis; Represents the company well in all communications, keeping with the company goals and culture; Posts human resources interest stories to social media pages; Works closely with Senior Web Designer, Vice President of Sales and CMO to keep followers/customers informed of product/service specials, promotions, accolades, and upcoming events; Maintain positive communication with other VE firms, especially strategic alliances; Post photos of our VE firm, goodwill efforts, products/services, and promotional materials; Assist CTO in any required tasks.