

COCOPA Rubber Plantation, Nimba County seeks Manager of General Services

Requirements

- Seven (7) or more years experience managing medium to large complex organizations.
- Honest, self directed, confident, ability to take personal responsibility to quickly implement actions that improve the well being of company's key stakeholders (employees, company owners, county)
- Experience at working with Collective Bargaining Agreements.
- Experience with working with Lawyers and the Liberian Court systems on employment issues.
- Experience with preparing monthly budgets and monthly reports for internal and external distribution.
- Experience at working harmoniously with external community stakeholders.
- Ability to communicate effectively with local stakeholders in their own dialects.
- Experience with Email, MS Word , MS Excel and phone texting.

Responsibilities

- Management of Personnel Department (employee housing, benefits etc).
- Community Relations Department (relations with local and county officials.), COCOPA Environmental Compliance Committee.
- Will report directly to Plantation Manager.

Compensation and Benefits

- Management Bungalow, Company Vehicle for Company Business, Use of Company Laptop, Health care and Primary Education for immediate family.
- One month paid leave per year.
- Salary: Very Competitive & Commensurate with Experience

Submit CV/Resume and cover letter to Personnel@LiberiaCompany.com. Submitted information will be considered business confidential.

About COCOPA

The COCOPA Plantation is the primary business unit of the Liberia Company. The Liberia Company was established in 1947 by retired US Secretary of State Stettinius, a group of prominent US investors and the Government of Liberia. The Plantation in Nimba operates on a 25,000 acre concession and is the second oldest Rubber plantation in Liberia. Today the COCOPA plantation is the largest private employer in Nimba County (over 1,200 employees and contractors) and is home for over 6,000 people