

## POSITION CARD

### DOCUMENT HISTORY\_ VERSION 1\_0

**CREATED:**01.01.21

**VERSION HISTORY:**

<b>Position:</b> Managing Director, Sales, Ops & Finance*	<b>Company:</b> Arkas Hellas Group
<b>Department:</b> BoD	<b>Report to:</b> Group President
<b>Position Holder:</b> Philippos Costopoulos	<b>Location:</b> Piraeus
<b>Replaced by:</b> Wanda Costopoulos	<b>Manager:</b> yes
<b>Function:</b> Common	<b>Individual Contributor:</b> (yes or no) no

*\* Title Managing Director, People, Communications & Shared Services is recommended to be used internally for clear reflection of the role. External title can be broader and has been agreed to be People & Communications.*

### Purpose of the Position:

Directs and Controls the company's operations in the areas of Sales, Operations and Finance. Provides strategic guidance to the board to ensure that the company achieves its mission, long-term objectives & annual targets. Acts as an active member of the company BoD, participating in decision-making. Committed for managing the areas of responsibility of Sales, Operations & Finance.

### Key Accountabilities

- Acting as the legal representative of the companies of the group, towards external authorities and bodies and assigns full responsibility for the company's actions, including yet not limited to responsibility for all legal issues and all employee related ones
- Acts as the company's leading representative. This will involve the presentation of the company's aims and policies to the outside world.
- Direct and control the work and resources of the company in his/her areas of responsibility. Prepare and agree with the BoD a corporate long-term plan and annual business plan and monitor progress against these plans, to ensure that the company attains its objectives as cost-effectively and efficiently as possible.
- Provide strategic advice and guidance to the board; inform the board about developments within the industry; inform the board about developments in his/her area of responsibility
- Ensure that the appropriate processes are developed in his/her area of responsibility to meet the company's mission and objectives and to comply with all relevant statutory and other regulations.
- Establish and maintain effective formal and informal links with major customers, relevant government departments and agencies, local authorities, key decision-makers and other

## POSITION CARD

stakeholders generally, to exchange information and views and to ensure that the company is providing the appropriate range and quality of services

- Develop and maintain ways to ensure that the company remains at the forefront in the industry, applies the most cost-effective methods and approaches, provides leading-edge services and retains its competitive edge.
- Monitor the implementation of the annual budget to ensure that budget targets are met while at the same time maintaining cash liquidity.
- Represent the company, whenever required, in negotiations with key customers and other key contacts to secure the most effective contract terms.
- Oversee the preparation of the annual report and accounts of the company and ensure their approval by the board. (Currently operated by TC, to be handed over)
- Ensure the compliance with all safety and other statutory regulations in the area of responsibility.
- Actively participate in the BoD and in the decision making according to agenda
- Actively participate in Management Meetings representing the departments she/he heads.
- Manage the departments of Sales, Operations and Finance and ensure the smooth running of the departments
- Represent the company in public forums

As a department Manager:

- Performance appraisals of team members
- Annual leaves and substitution of the team

### Further responsibilities and behavioral characteristics (MD's)

- Act as a role model in the organization and reflect the company values in daily life
- Leading by Example
- Coaching his /her Teams and providing Feedback to improve teams' performance

### General Responsibilities:

*Responsibilities that apply to everyone who works at Arkas Hellas Group*

- Follow general company's policies
- Respect colleagues and embrace diversity
- Be consistent with company's values
- Put customer in the center of all daily activities
- Support and quickly adapt any innovations and changes within company

### Competencies

## POSITION CARD

- Proven success record in senior level management
- Experience in managing people & resources
- Wide Knowledge of the Industry
- Excellent Market, Business Understanding & Commercial Awareness
- Financial Management Understanding
- Understanding of management principles and techniques
- Leadership Skills
- Excellent Communication Skills
- Excellent Organizational skills
- Excellent Problem- Solving Skills
- Excellent Prioritization skills
- Excellent Presentation skills
- Self Control
- Problem Solving ability
- Maintain Confidentiality
- University Degree

### APPROVALS

Board Of Directors