

# Footwear business entrepreneur

## Description

*This person is able to start and run his/her own business, handling the product promotion in various channels, notably on-line, and dealing with the management of a micro company.*

## Activities

Build the business plan  
Organize the workplace and the company's production flow.  
Select forecast information from and for the functional departments in order to allow the preparation of activity plans, operational and financial budgets.  
Collect, select, and prepare information for later analysis and fulfilment of management obligations.  
Select information of a different nature for management.  
Compile the necessary data for the elaboration of projects.  
Identify the supply needs and choice of equipment and materials necessary for the development of the company's activity.  
Collaborate in the development of the marketing policy.  
Participate in the organization and implementation of marketing actions.  
Collaborate in the organization of the process of recruitment, selection and admission of personnel.

## Professional Skills/Competences

(Job-related skills/competences)

Apply organization and information search techniques.  
Identify and apply project planning, execution and control methodologies.  
Use the techniques for building a business plan  
Apply research techniques and organize information about the market where the company operates.  
Identify and apply the procedures and support documents defined for the operationalization of the various functional areas of the company.  
Apply the necessary procedures for completing bank, commercial, tax and other documentation.  
Apply calculation techniques in different areas of intervention.  
Identify, select and use materials and equipment necessary for the activity.  
Apply techniques for collecting and processing data necessary for management.  
Apply work organization and workplace techniques  
Use computer applications appropriate to the activity.  
Apply language skills in communication and text processing in the mother tongue and in English.  
Apply the safety, hygiene and health standards in the exercise of the activity.

## TECHNICAL AND SOFT Skills

(Personal and social skills)

### **Technical Skills:**

Apply organization and information search techniques.  
Identify and apply project planning, execution and control methodologies.  
Use the techniques for building a business plan  
Apply research techniques and organize information about the market where the company operates.  
Identify and apply the procedures and support documents defined for the operationalization of the various functional areas of the company.  
Apply the necessary procedures for completing bank, commercial, tax and other documentation.  
Apply calculation techniques in different areas of intervention.

Identify, select and use materials and equipment necessary for your activity.  
Apply techniques for collecting and processing data necessary for management.  
Apply work organization and workplace techniques  
Use computer applications appropriate to the activity.  
Apply language skills in communication and text processing in the mother tongue and in English.  
Apply the safety, hygiene and health standards in the exercise of the activity.

**Soft Skills:**

Attitudes inherent to the business function  
Keep the workstation organized in order to respond to company requests.  
Facilitate the relationship with different interlocutors.  
Take initiative in resolving specific situations.  
Manage time according to management priorities.

**Knowledge**

**Notions of:**

Legislation  
Project preparation procedures.  
Communication and management of interpersonal relationships.

**Knowledge of:**

File organization and maintenance.  
Mother tongue.  
Foreign language.  
Computing from the user's perspective – Management computer applications.  
Labor law.  
Administrative management of human resources.  
Stock and supply management.  
Marketing  
Safety, hygiene and health at work.  
Quality Management System.

**In-depth knowledge of:**

Organizational structure and operation of the company  
Business plan  
Work organization and time management.  
Organization of the workplace  
Alternative approaches to managing and organizing the production flow

**Work/professional environment**

This person works in an office-based environment within the following departments/job related positions:

Business management  
Production Planning  
Supply Chain Management  
Logistics  
Maintenance  
Quality Management  
Environmental management  
Production Management  
Human Resources Management