

Human Resource Management Support Services

JOB DESCRIPTION

Job Title: General Manager

Company Description: Small engineering / manufacturing firm

Equipment: Capstan lathes, bar-feed lathes, milling machines, drills, presses, high polish metal finishing

Departments: Manufacturing - Engineering
Purchasing - Quality - Sales
Production Planning - Office Administration

Main Purpose of the Job:
Ensure manufacturing operates efficiently satisfies customer requirements and makes a profit.

Main Duties & Responsibilities

	Staffing
Responsible for the effective operation of the following functions	
Production planning and scheduling.	1 Planner
Purchasing of all manufacturing / engineering equipment and supplies.	1 Buyer
Quality assurance - setting quality standards, maintaining quality.	1 Quality Controller
Sales.	2 Sales Executives
Formal monthly reporting of all functional performance.	1 Office Clerk
Manufacturing and engineering policy development, installation and maintenance.	
Plant & equipment preventative maintenance programme.	
On-going process and manufacturing capability improvement.	
Negotiate pricing directly with clientele.	
Agree delivery timetables.	
Train the internal trainers.	
Set training standards and operation performance testing.	
Develop annual budgets and target.	
Annual staff appraisals.	
Responsible for disciplinary matters for all staff within department jurisdiction.	
Negotiation with staff as necessary regarding wages and bonus payments.	
Hear, investigate and manage all internal grievances to reasonable two conclusions.	

Reporting To: Owner / Director

Authority Over: Staff as listed above

Internal Liaisons: Finance

External Liaisons: Customers

Location: Main office at [insert location]

Job Description Created: Day/Month/Year

Job Description Modified: Day/Month/Year