

*Human Resource Management Support Services*

**PERSONNEL SPECIFICATION**

**Job Title:** General Manager

**Company Description:** Small engineering / manufacturing firm  
**Department:** All

**Education:**

- Mechanical engineering degree.
- A third level management development programme.
- Ideally the person will also have an industrial engineering degree.
- CAD (Computer Aided Design).

**Experience:**

1. Minimum of ten years experience in an engineering manufacturing environment.
2. Management of technical, engineering and multi function office personnel.
3. Product design and modification, including CAD.
4. Customer contact including sales negotiation and sales closures.
5. Development of professional training for technical personnel.
6. Development of professional training for junior engineers in CAD.
7. Negotiation with employees and trade union officials.
8. Business Development in similar environment.
9. Product and engineering / manufacturing improvements.
10. Installation and maintenance of a total management system such as ISO 9000 or better.

**Preferred Psychological Profile:**

1. Decisive, direct, assertive but not aggressive.
2. Reasonably communicative, persuasive and outgoing, gets on well with most types.
3. Mobile, active alert, flexible, creative.
4. Reasonably compliant with critical good manufacturing practice, safety and related important company policy, practice, procedures and other regulations and systems.

**General Personality Description:**

Focused, ambitious, decisive, friendly, outgoing, and compliant in critical business matters.

**Other headings for possible further consideration, depending on the job demands.**

<b>Topic</b>	<b>Rating</b>
1. Speech:	Well spoken, good voice.
2. Appearance :	Regularly well presented.
3. Achievements:	Ideally with additional relevant qualifications.
4. General Intelligence/IQ:	High.
5. Special Aptitudes:	Initiative to work productively. Leadership.
6. Special Skills:	Good track record in dealing with clients.
7. Disposition:	Relaxed and well controlled.
8. Motivation:	Interested in becoming a partner in business.
9. Emotional Rating:	Not prone to outbursts at others.

Signed \_\_\_\_\_

Date \_\_\_\_\_