



Position Description – Managing Director

Purpose of the Role:

Overall responsibility for the performance of the operations of Star Delta Pty Ltd. The Managing Director's primary focus is to ensure the growth of the company with Sales and Marketing programs and activities.

Key Responsibilities:

- Maintains an overview of all aspects of the business
- Sets strategic direction setting Company quality, safety and environmental policies and objectives and maintains annual, quarterly and monthly plans
- Ensures that systems are in place to effectively process customer orders
- Responsible for overall control of the Factory, including safe systems of work
- Ensures weekly production meetings are held and attends meetings
- Responsible for having a quality system in place and a system of maintaining records
- Responsible for ensuring there are systems to pay suppliers and collect receivables in a timely and efficient manner
- Responsible for reporting on accounts receivable over 90 days
- Manages purchasing of materials to obtain best pricing and determine cost effective order quantity
- Monitors profit & loss statements, tax liabilities, balance sheet liquidity, employee entitlements and superannuation responsibilities
- Completes visits to major customers and identifies new sales opportunities

Experience & Knowledge Requirements:

- 4 year degree course in sciences or business discipline
- 10 years working experience preferably across several industry groups
- An interest in business which includes, finance, commerce, economics, managing people and leadership
- Be self-motivated and capable of setting direction and goals for self and the business
- Able to measure and report on the business performance and performance of self
- Additional post graduate qualifications in Engineering or Business disciplines would also be valuable

Goals

1. *Productivity*

To ensure that the manufacturing and office functions of the business operate efficiently and productively. This includes checking that Grant Transformers has the proper level of resources for the workload.

Key activities

Gross Profit target as set out in Jan-Jun 17 budget.

In conjunction with the Manager implementing efficiency improvements for the office & manufacturing area.

Measurements

Monthly financial reporting showing progress to achieving Jan-Jun 17 budget.

2. *Technical Expertise*

Ensure that employees have ongoing training to improve their level of technical ability. This is to ensure that the quality of manufactured productions is high as well the level of technical service provided to customers.

Key activities

Training sessions for manufacturing and office employees

How measured

Nick able to complete 80% of designs received?

Completion of 1 training session per month

3. *Customer Service*

To ensure the business provides high quality customer service and customer satisfaction leading to retention of profitable customers.

Key activities

Improving and maintaining systems to support a high-quality customer service experience.

Conduct a customer feedback survey every quarter to determine customer feedback.

How measured

Results from the customer feedback survey.

4. *Sales/Marketing*

Promote Grant Transformers as a premium supplier of dry type transformers.

Key activities

Carry out Marketing Programs including developing a Grant Transformers web site and any necessary brochures.

How measured

Web site developed and on-line

Marketing brochures completed

5. *People Management*

Foster a team environment where individuals can perform to their best and utilise others to help in areas they are weak.

Clear communication of Grant Transformers Vision, Mission and Beliefs principals with employees and holds employees responsible for complying with these principals.

Key activities

Provide timely and accurate feedback to employees on positive and negative performance.

How measured

Review of performance by Manager, Employees and Managing Director.