



Job Title:	Perth Manager	Supervisor:	Managing Director
Job Description			
THIS POSITION HAS RESPONSIBILITY FOR ALL ASPECTS OF THE OPERATION OF THE FACTORY AND PRODUCTION PROCESSES AT GRANT TRANSFORMERS.			
ROLE AND RESPONSIBILITIES			
Activities			
• Maintains control of manufacturing processes to ensure efficiency, quality and customer service standard are maintained • Checks designs and approves them for manufacture. Checks (or has others check) the necessary materials are in stock to complete the design. Places orders for materials in advance to prevent an out of stock situation • Maintains the "Red Flag" system of updating design documents with additional or corrected information • Ensures production meetings are held weekly reviewing the sales order report and purchases with reception, RB or SB. • Ensures Monday morning weekly raw material check sheets and workplace inspection is carried out on Monday morning • Responsible for overall control of the production areas including OH& S and quality systems (ensuring test records are recorded with each job and a final sign off is noted on each invoice) • Assists with purchasing of materials to ensure correct items and quantities are ordered • Identifies areas where savings can be made with raw material purchases and usage • Reports to the Managing Director when extra resources and assistance is needed. • Responsible for control of timber pallet accumulation • Responsible for cardboard waste and spool accumulation, waste & recycling (allocates jobs as necessary) • Responsible for housekeeping and orderly factory processes allocating responsibilities as necessary Special focus items • Follow up on quotes and recording the status • Check all incoming jobs for price adequacy against list prices & plan a fix • Work in understanding customers goals (what they want to achieve) and help them get there • Utilise Omar to give him increased control and responsibility in the workshop • Ensure regular accountability meetings with staff especially with when RAB visits • Cardboard re-cycle & rear area housekeeping – Omar			
KPI's			
1. GP 50% (GETTING SALES & BETTER PRICES VS CONTROLLING MANUF. 2. COSTS AND EFFICIENCY) NO. OF QUOTES IN QUOTE FOLDER (16) 3. NO. OF QUOTES CONVERTED TO SALES (33%)			