



POSITION DESCRIPTION

POSITION TITLE : PMG Division Manager/K2017

DEPARTMENT : PMG

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Group PMG Manager

POSITIONS SUPERVISED : 5-8

POSITION PURPOSE

To deliver cost effective successful workshop environment

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Implementation of process to provide continuous operational performance improvements to minimize cost.
- Keeping track on all activities of Workshop including office executives to maximize outputs.
- Intervention of all departments with what they need leading them to accomplish respective responsibilities.
- As soon as drawing packs are received, cross check and forwarded to concern supervisors for production.
- All team members are given responsibility against their job.
- Monitoring all workers in the Workshop and their day to date activities.
- Assigned Supervisors to control individually like Workshop Office, production, painting and packing coordinator
- Minimizing wastage and maximizing the production.
- Evaluate the performance of every team member.
- Monitor the production schedule in order to meet the deadlines.
- As a whole responsible to carry out Work Shop activities like plant and machineries operation, production, packing and shipping schedules.
- Produce the fittings in mass production which enable to get max out put and minimum overhead expenditure.
- Ensure all the fittings are dispatch after carefully checked quality against packing list and drawing.
- Schedule and maintenance the log for all the machineries operated in the Work Shop.
- Daily workers monitor report are being prepared under my control and forwarded to account for individual shop costing.
- Packing lists are carefully checked before they forwarded to the shipping department.
- Recommended and procured hi tech machines to meet international standard quality.
- Inspect shops during installation of fittings in for all countries, before handing over shops to BD and 3rd party projects in UAE and outside UAE.
- Monthly production reports are being produced and forwarded to the head of department and ensure the production target has been achieved.
- Controlling inventories of all the assets available in the Work Shop.
- To perform monthly production meeting with MRP and Contract team in order to smoothen the production flow for priority shops.

PERSONAL CHARACTERISTICS:

- Proactive
- Energetic



PERFORMANCE MEASUREMENTS

- Successfully consolidation of WS operation in order to obtain ultimate goal of assigned task.
- Induction of new methodology in order to keep operational activities updated all the time.
- Always maintaining friendly environment in the WS to maximize production.
- Time-bound role to fulfill the requirements.
- Amicable coordination with all indenters to make their assignments successful.

QUALIFICATIONS\REQUIREMENTS

- Diploma in any Engineering category preferably Civil Engineering or Architecture (15 years and above relevant experience)
- Excellent in English – Spoken and Written.
- Proficient with writing reports, business correspondence and procedure manuals

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for Results - 3
- Problem Solving - 3
- Customer Focus - 3
- Integrity and Trust - 3
- Developing Others - 3
- Job Knowledge - 3
- Interpersonal Skills - 3
- Valuing Diversity - 3

Department Head: Employee: