



POSITION DESCRIPTION

POSITION TITLE : Workshop Office Coordinator/K4026

DEPARTMENT : PMG

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Workshop Manager

POSITIONS SUPERVISED : Nil

POSITION PURPOSE

To ensure constant availability of raw materials for production process.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Receiving & reviewing of drawing pack/CFD Fitting list from design team in coordination with production coordinator.
- Preparing Sales Order for New, Renovation and Maintenance Shops base on monthly schedule.
- To coordinate with supervisors related to any Sales order issues.
- To coordinate with RAK Ware house staff to update materials against Sales order.
- All Sales Orders, Packing List, Delivery Notes to file as per location and brands.
- Counter check all the Sales Orders against Delivery Note issued by RAK Warehouse.
- To maintain inventory of all plant, power tools and machinery installed in the Workshop.
- GRN against supplier to be forwarded to Work Shop accountant for payment process.
- Need to maintain all the correspondence made to design team and contract team in order to counter check all the comments made on the revise drawing.
- All shipping date to be properly maintained with site coordinator as well as production coordinator in the Work Shop.
- To prepare personal files of all workshop staff, and to coordinate with Manager for annual leave tickets & others.
- IT support or troubleshooting for workshop system only.
- Costing to be made on new mock ups/existing items as well as per detail received from production Foreman.
- Follow up with all the IT issues required for the system available in the Work Shop.
- All feedback to be forwarded to immediate manager and completion report.
- Monthly production report to be forwarded to manager regularly.
- Coordinate with PRO for the processing of visas of all workshop employees.
- Coordination with HR Dept. for the Arrangement of emergency & annual tickets for the workshop employees.

PERSONAL CHARACTERISTICS:

- Presentable
- Cooperative
- Organized
- Meticulous
- Efficient



PERFORMANCE MEASUREMENTS

- To ensure SO copies are filed and follow up with MRP.
- To ensure all requested deliveries are received prior to production.
- All received items to be handed over to concern WS coordinators.
- Labor monitoring reports with compiling all WS coordinators information.

QUALIFICATIONS\REQUIREMENTS:

- Higher Secondary with computer skills
- Impeccable English –spoken and written
- At least 5 years related experience (Joinery)

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 - 2
- Creativity - 1
- Integrity and Trust - 2
- Team Work - 2
- Priority Setting & Time Management - 2
- Developing Others - 2
- Job Knowledge - 2
- Valuing Diversity - 2

Department Head:

Employee: