



POSITION DESCRIPTION

POSITION TITLE : Workshop Production Coordinator/K4027

DEPARTMENT : PMG

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Workshop Manager

POSITIONS SUPERVISED : 4-6

POSITION PURPOSE

Handle all WS activities including production, painting and packing in coordination with all WS coordinators.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- To coordinate with design team for drawing issues.
- Implementing new designs as approved by Design head/contracts team.
- Distributing drawing packs to WS coordinators.
- To check drawings with WS coordinators in order to raise SO.
- To monitor production activities as per daily schedules.
- Preparing softcopy of packing list for costing and to be forwarded to accountant for costing.
- Coordinate with WS Coordinator for day to day production activities of the Work Shop.
- All reports to be collected from concern WS and Site Coordinator for day to day activities.
- Monthly reports to be receive from WS Office Coordinator regarding production, painting and packing items.
- Coordinating design team for any revision before executing production/painting.
- Monthly reports production to be forwarded to immediate manager.
- All shop fittings to be receive on time in order to hand over shops as schedule by BD.
- To check if all necessary arrangements are made and dispatch the shop fittings as per schedule.
- Shop visit to be made once the fittings are under progress.
- Daily delivery reports are to be received from concern WS coordinators.
- New mock up design to be coordinated with WS carpentry coordinator.
- All new item request to be forwarded to MRP in coordination with relevant Coordinators.
- To quantify the quantity as per DP for internal and 3rd party projects.

PERSONAL CHARACTERISTICS:

- Proactive
- Organized
- Cooperative
- Decisive

PERFORMANCE MEASUREMENTS

- To deliver production schedule every end of month
- Coordinate with design head to solve relevant design issue
- Manage and submit production advice to WS Carpentry/Painting/Packing Coordinators
- To meet delivery schedules of goods.
- To deliver monthly reports as required by business.



QUALIFICATIONS\REQUIREMENTS:

- Higher Secondary School Certificate
- Proficient with MS Office
- 8 to 10 years experience in joinery works.

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 |
| • Customer Focus | - 2 |
| • Integrity and Trust | - 2 |
| • Team Work | - 2 |
| • Problem Solving | - 2 |
| • Developing Others | - 2 |
| • Job Knowledge | - 2 |
| • Valuing Diversity | - 2 |

Department Head:

Employee: