

# JOB DESCRIPTION

If you are interested you can send your CV to:

[Recruitment.China@agrati.com](mailto:Recruitment.China@agrati.com)

Name: <b>xxxx</b>	Function: <b>Manufacturing Manager</b>	update: <b>xxxx</b>
Hierarchical: <b>General Manager</b>		

**MISSION** of the job (*the reason why the function exists*)

*The Manufacturing Manager directs and coordinates the production and manufacture activities required, He is responsible to assure that machines and equipments are suitable to meet production capacity requirements and kept in good conditions and good efficiency. He is responsible continuous improvement activities. Working closely with Quality control department and other process's owners.*

## 1. MAIN TASKS & RESPONSIBILITY

Scope	Contents
<b>PEOPLE</b> Team under his /her responsibility	<ul style="list-style-type: none"> <li>▪ Manage and control manufacture system (production function)</li> <li>▪ Production Managers</li> <li>▪ APS</li> <li>▪ Product&amp;Process Quality improvement</li> <li>▪ To increase the skills of the team by proper internal/external training</li> </ul> The Manager is in charge to communicate and apply the mission and the values of group.
	In charge of their work organisation, by daily priority meeting and weekly follow up meetings. He has the responsibility to evaluate, develop their skills and results. He makes proposal for their training plan and follow its applications. He develops plans for workforce motivation and support supervisors in their activities.
<b>QUALITY</b> <b>Safety-environment</b>	In charge for implementing and respecting the principles of the group quality policy, updating procedures and motivate people for quality. He transmit every month on time all indicators to the QA department. All quality tools must be explained and apply on the daily basis. He participates to the weekly Non Conformity meeting. To implement the safety rules and environmental policy in all processes and dept.
<b>EQUIPMENTS</b> Under his/her responsibility	Forging & rolling & Machining machines
	Heat treatment
	Surface treatment
	Tooling Shop:
	Maintenance Machines including welding machines and forklifts
	Gas system maintenance
<b>CUSTOMERS</b> Internal/external	<b>Internal:</b> SCM department for customer deliveries of parts on time and comply with quality requirements; finance department for statistics and costs evaluation, HR dept for recruitment, training and evaluation. Cooperate with Purchasing for materials and equipments needs, General management for reporting etc.
	<b>External:</b> Customers during their visit in the factory and develops constructive relationships with all customers and partners.

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<b>FINANCES</b> Expenses, costs, productivity, sales, margin, ...	In charge to control the production output, establishing costs budget and follow up. He has to make suggestion in order to improve productivity and reduce wastes, applying the 7 wastes method.
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## 2. REPORTING & COMMUNICATION

The Group intends to promote an open communication between all employees and the management. This communication is based on facts, figures and fair information. Therefore, the management has the responsibility to disseminate messages in the organisation driven by the basic values of the Group of respect, integrity, accountability and customer focus.

Internal Scope	Contents and recommendations
<b>With his/her own team</b>	Each morning short daily meeting for the priority of the day. Weekly meeting for past week analysis and next week objectives, tasks and priorities. He has to make sure supervisors apply the same communication policy with the workforce with the daily standing meeting, giving opportunity to workers to express themselves.
<b>With hierarchical</b>	Regular meetings with General Manager for tasks and priorities. Weekly minutes meetings, and monthly report with General Manager, including Key Performance Indicators in the Balance Score Card.
<b>With colleagues</b>	He participates to inter-functional meetings as needed.

**The external communication** is a strategic part of the company Image, therefore this communication must be organised and controlled by the management.

The Group has defined corporate Image, logo, messages that must be respected worldwide.

External scope	Contents and recommendations
<b>Customers</b>	Receives customers during factory visit. Participating with Quality Plant Manager and Quality Assurance Manager to investigate technical problem following problem solving method. (8D or required method). Implement continuously the Company Quality Policy.
<b>Authorities</b>	If requested by the Management, participates to meetings with authorities. Any contact with official people must be reported as soon as possible to the Management. Safety and Environment awareness to improve continuously all processes and to comply with Chinese law.

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<b>Interviews</b>	No internal information should be given outside the company without previous agreement of the Management.
<b>Confidentiality</b>	Internal information concerning processes, materials, methods and parts are the Group Intellectual property and cannot be communicate to external party.