

# Job description 001

## Plant Manager

### Job

- Department: not applicable (na)
- Work place: administration
- Reports to: executive director
- Under his authority: all services
- Working hours: na
- Can replace: managers of all departments
- Can be replaced by: executive director

### Knowledge, skills and abilities

- High school diploma or equivalent
- One foreign language (written and spoken)
- Confirmed management experience
- Good computer skills
- Can listen, help, explain, coach, animate, train, coordinate, analyze
- Significant knowledge of quality, safety and environment management standards
- Can be trusted to keep sensitive information secure

### Summary

- To manage the company to achieve the principal goal: satisfy all interested parties

### Duties and responsibilities

- Guarantee the business plan and define the objectives to achieve
- Coordinate the implementation of the human, material and financial resources to achieve the goals
- Regularly follow the indicators of efficiency, achieved quality and realized profits
- Manage the departments by controlling the development of competences and permanent progress
- Give visibility to his/her collaborators on their future within the company
- Conduct interviews, select and hire new managers
- Manage official correspondence, media events, marketing and publicity materials
- Establish the QSE (Quality, safety, environment) policy and ensure the respect of the commitments taken towards the interested parties
- Maintain a positive community relationship
- Ensure the implementation of the training program
- Ensure internal directives are followed
- Run the Management Committee - commercial results, provisioning, efficiency, quality (management review), human relations, design and development, safety, environment
- Welcome the customers on the site
- Follow up the activities of internal audits and their prescribed corrective actions
- Represent the company for the external audits of the integrated management system
- Take measures to solve the problems to ensure deliveries of perfect quality within the agreed time-frames
- Prepare monthly reports on financial goals, budget execution, business growth, customer satisfaction

### Principal rights

- Ask and receive all necessary information for the performance of his duties
- Increase his qualification in conformity with the training programme of the company

### Remark

- The present job description gives a non exhaustive outline of the duties, responsibilities and rights. It does not describe all the tasks which the employee must perform. This list can be modified in relation to the concrete situations and will be updated periodically