

POSITION DESCRIPTION

TITLE: Managing Director

ACCOUNTABLE TO: Board of Directors

LIAISES WITH: Marketing Director, Finishing Store and Despatch, Workshop Supervisor

OBJECTIVES: To ensure the company operates profitably and in an ethical manner in order to fulfil the objectives of its shareholders, customers and staff.

RESPONSIBILITIES:

- (a) Implement operational strategies as per the company's Strategic Business Plans.
- (b) Monitor and control the company's performance and finances in accordance with the budgets approved by the Board of Directors.
- (c) To ensure that all staff are effectively employed and adequately trained to perform their responsibilities and operational tasks in an ethical and responsible manner.
- (d) To ensure that the products produced and sold to clients are of high quality in accordance with the company's quality policies.
- (e) To ensure that the company meets all its legal requirements, including those relating to Occupational Health and Safety.
- (f) Overall responsibility for raw material selection and timely purchasing and utilisation.
- (g) Acquisition, maintenance and efficient utilisation of the company's physical assets.

TASKS:

- (a) Plan and monitor progress of projects scheduled on the Business Plan's Action Plan.
- (b) Authorise all legal documents.
- (c) Liase with clients and suppliers.
- (d) Prepare and sign quotations.
- (e) Monitor and control the company's Quality Management System.
- (f) Establish pricing policies, estimate job costs and set contract prices.
- (g) Prepare job dockets and ensure that necessary information is provided to fulfil client requirements.
- (h) Monitor and control stock levels.
- (i) Plan and schedule work so that clients' expected delivery times are met.
- (j) Represent the company at industry associations and outside committees.
- (k) Any other duties as allocated by the Board of Directors.

APPROVED BY: _____ DATE: _____

POSITION DESCRIPTION

TITLE: Marketing Director

ACCOUNTABLE TO: Board of Directors

LIAISES WITH: Managing Director, Administration Assistant

OBJECTIVES: To ensure that sufficient profitable sales are obtained in accordance with planned sales targets.
To ensure that the office and administration functions are carried out in an efficient and effective manner.

RESPONSIBILITIES:

- (a) Implement marketing strategies in accordance with Strategic Business Plans.
- (b) Develop new marketing initiatives to maximise utilisation of the company's equipment and capabilities.
- (c) Liase with clients to ensure that all necessary information is obtained in order to fulfil and exceed their expectations.
- (d) Ensure all administration, invoicing and debtor control tasks are completed in a timely manner.
- (e) Ensure preparation of regular management reporting requirements.
- (f) Supervision and maintenance of office equipment.
- (g) Ensure the applicable standards of the company's Quality Manuals are maintained.
- (h) Assist the Managing Director in various allocated tasks.

TASKS:

- (a) Plan and implement marketing projects as per the Business Plan's Action Plan.
- (b) Liaise with current clients and seek new clients.
- (c) Prepare and sign quotations for jobs.
- (d) Ensure all quotations are followed up.
- (e) Monitor accounts payable invoices and prepare payments.
- (f) Ensure all client invoices are prepared and forwarded to clients.
- (g) Monitor debtor balances and ensure overdue debtors are followed up with appropriate actions.
- (h) Prepare management reports for management meetings.
- (i) Ensure office facilities and equipment are maintained and presentable.
- (j) Any other duties as allocated by the Managing Director.

APPROVED BY: _____ DATE: _____

POSITION DESCRIPTION

TITLE: Workshop Supervisor

ACCOUNTABLE TO: Managing Director

LIAISES WITH: MD , Print Machinists, Finishing and Despatch, Marketing Director

OBJECTIVES: To ensure production tasks are performed efficiently, effectively and in accordance with quality and productivity objectives.

RESPONSIBILITIES:

- (a) Ensure scheduled production work is carried out efficiently and effectively.
- (b) Monitor the flow of work on each job and assist the print machinists where necessary.
- (c) Ensure stocks of raw materials received are in accord with the relevant stock order.
- (d) Ensure that stock is stored appropriately.
- (e) Ensure the workshop is maintained in a clean and orderly manner to assist in the efficiency of production tasks.
- (f) Maintain supplies of workshop consumable stocks, eg inks, as appropriate to workloads.
- (g) Ensure that all machinery and equipment in the factory is in good working order and is properly maintained.
- (h) Assist in "on the job training" of print machinists where appropriate.
- (i) Ensure that production tasks are carried out in accordance with the company's Quality Management System.
- (j) To assist the Managing Director in other tasks as required.

TASKS:

- (a) Assist in the allocation and scheduling of jobs.
- (b) Supervise the work of print machinists.
- (c) Operate printing machines to produce allocated jobs.
- (d) Verify the quality of work produced by print machinists at appropriate stages of each job.
- (e) Make printing plates when required.
- (f) Monitor levels of consumables and order stock when necessary.
- (g) Check quantity and quality of incoming materials against appropriate order.
- (h) Store raw materials in allocated areas.
- (i) Identify and document non-conformances as required by the Quality Management System.
- (j) Resolve quality and production problems as necessary.

APPROVED BY: _____ DATE: _____

POSITION DESCRIPTION

TITLE: Print Machinist

ACCOUNTABLE TO: Workshop Supervisor

LIAISES WITH: Managing Director, Finishing and Despatch, Marketing Director

OBJECTIVES: To ensure allocated printing work is performed efficiently, effectively and to a high standard in accordance with the company's Quality Management System.

RESPONSIBILITIES:

- (a) That all work is carried out in an efficient and effective manner.
- (b) That the printed layout and the visual effect of the job is in accordance with label printing industry standards.
- (c) That all plant, equipment and work environment relevant to responsibilities are maintained and cleaned appropriately to assist efficient work performance.
- (d) Ensure that required stocks of inks and other consumables are adequate and notify the Workshop Supervisor when further stocks are required.
- (e) Ensure that the standards set out in the company's Quality Management System are maintained.

TASKS:

- (a) Operate printing machines ensuring machine is properly set up for each job.
- (b) Ensure correct material is used for each job.
- (c) Check correct plates are used for each job.
- (d) Check and ensure accuracy of work produced.
- (e) Ensure work is checked and approved before starting the print run, and as appropriate throughout the printing process.
- (f) Regularly clean and tidy work area.
- (g) Move completed work to the designated area to allow next process to commence.
- (h) Make printing plates when required.
- (i) Adhere to the company's specific policies (eg Occupational Health and Safety).
- (j) Identify and document any non-conformance and inform the Workshop Supervisor, particularly in the case of sub-standard materials or other production problems.
- (k) Any other duties as required by the Workshop Supervisor or Managing Director.

APPROVED BY: _____ DATE: _____

POSITION DESCRIPTION

TITLE: Finishing and Despatch

ACCOUNTABLE TO: Workshop Supervisor

LIAISES WITH: Managing Director, Finishing and Despatch, Marketing Director

OBJECTIVES: To ensure that each job is completed and packaged in accordance with the job instructions to facilitate efficient and effective delivery to the required destination and as otherwise required by the company's clients.

RESPONSIBILITIES:

- (a) To carry out all work in an efficient and effective manner.
- (b) That the visual effect of the finished job is in accordance with label printing industry standards.
- (c) To keep all plant and equipment within the area appropriately cleaned and maintained.
- (d) To ensure that each job is packaged and ready for delivery within the time limit expected and required by the client.
- (e) To ensure that stocks of packaging materials are maintained at appropriate levels and to notify the Workshop Supervisor when further stocks are required.
- (f) Ensure that the standards set out in the company's Quality Management System are maintained.

TASKS:

- (a) Check that all work received from the printing process is in accordance with job instructions.
- (b) Perform re-rolling tasks as specified.
- (c) Keep area clean and tidy.
- (d) Check and package finished product ready for delivery to client.
- (e) Make out despatch dockets which accompany goods being delivered to clients.
- (f) Ensure that a signature is obtained for all goods leaving the premises.
- (g) Adhere to the company's specific policies (eg Occupational Health and Safety).
- (h) Identify and document any non-conformance and inform the Workshop Supervisor, particularly in the case of sub-standard work or other production problems.
- (i) Any other duties as required by the Workshop Supervisor or Managing Director.

APPROVED BY: _____ **DATE:** _____

POSITION DESCRIPTION

TITLE: Administration Assistant

ACCOUNTABLE TO: Marketing Director

LIAISES WITH: Managing Director, Workshop Supervisor

OBJECTIVES: To ensure all allocated administration tasks are performed efficiently, effectively and accurately to assist the Marketing Director in the smooth running of the office and administration functions.

RESPONSIBILITIES:

- (a) To accurately record information and complete appropriate details on forms as required.
- (b) Administration of Payroll related requirements.
- (c) Ensure customer invoices and statements are prepared accurately and in a timely manner.
- (d) Accurate preparation of banking deposits.
- (e) Filing and general office duties.
- (f) Maintenance of office stationery and consumables.
- (g) Cleanliness of office environment.

TASKS:

- (a) Complete wages details each week as per information supplied from time books.
- (b) Prepare customer invoices from information on quotes and job dockets.
- (c) Prepare monthly customer statements.
- (d) Prepare and deliver bank deposits.
- (e) Post outgoing mail and pick up incoming mail from Post Office.
- (f) File job records and other documents as required.
- (g) Monitor stocks of office stationery and other consumables and inform the Marketing Director when additional stock is required.
- (h) Any other duties as required by the Marketing Director or Managing Director.

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