

Section: Management

Position: COO

Reference no: 04/03/21COO

Date: 2021.03.04

Closing date: 2021.03.12

A Vacancy is available for Chief Operating Officer at a large Engineering company.

Role and Responsibility

1. Determination of job requirements as per scope of work & sourcing of materials.
2. Ensuring customer satisfaction and maintaining a good relationship with customers.
3. Sourcing and servicing new customers.
4. Resolving customer complaints & product defects.
5. Maintain company & customer quality requirements.
6. Logistics management.
7. Drafting, update and maintain drawings for the Research and Development part of ISO 9001-2015.
8. Measure and ensure patterns received are according to latest revision drawing and order received.
9. Checking molds before casting new items.
10. Dimensional check on new castings before production commences.
11. Sourcing raw materials for furnace.
12. Maintain and plan casting schedules.
13. Manage all jobs and ensure production flow continuity.
14. Assist all Supervisors with job planning.
15. Involved with planning and job forecasting for monthly production.
16. Record dates of occurrences. E.g: Production Losses, Quality issues etc.
17. Sign off job cards and issue to floor.
18. Study old job cards to determine times for various processes to successfully tender.
19. Sign off daily purchases and liaise with driver for collections or deliveries.
20. Complete and submit quotes to CEO for final approval.
21. Internal non-conformance investigations and corrective action implementation.
22. Relief for CEO when not available
23. Key management on annual shutdown.
24. Audit safety files in various departments.
25. Assist and maintain ISO 9001:2015 standards.

Requirements

- 8+ years working experience.
- Computer literacy.
- ISO 9001:2015 certification and experience.
- B-Tech Degree: Mechanical Engineering
- Strong understanding of engineering principals, design, drawings and measures of performance
- Proficient in the use of MasterCam and Inventor.
- Excellent organizational and leadership skills
- Communication, interpersonal and presentation skills
- Analytical and problem-solving abilities
- Ability to multi-task, prioritize, and time management to meet deadlines.

- High service orientation with proven support experience and ability to adapt/respond to different types of characters and situations.
- Good business knowledge
- Strong writing and communication skills.

It is an unsuccessful application if not called for an interview within 5 working days after closing date.

Submit a registered CV to admin@boschpick.com or in sealed envelope in the dropbox at the main entrance complete with application form and relevant documents.