

General Manager

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Company: Recruitment Matters

Location: Kitwe

Category: other-general

Overview

Our client in the motor and transformer repairs industry is looking for a General Manager to join their team;

Duties and responsibilities include but are not subject to;

Workshop

Handson approach - assist with repairs where required (Motor and Transformer repairs, Site services)

Production meetings

Continuously monitor quality of repairs being undertaken

Assist with technical requirements

Compiling failure reports

Sign of test reports

Maintaining workshop assets and tooling requirements at all times

HSE of workshop and company

Improving skill set of employees

Compiling and signing off work procedures

Ensure effective communication from workshop to customers, suppliers, commercial department, stores and financial department

Monitor work in progress and performance of repairs status vs costs incurred vs invoice values

Approve/Sign off assessments sheets to be submitted to commercial for quoting

Witness and sign off various critical tasks where hold points are included

Need to be able to test motors and how to use critical equipment in the workshop

Commercial & Sales Team

Assist with quotes

Daily understanding/verifying costing to ensure correct submitting of quotes

Continuously updating repair price lists

Understanding how to avoid exchange rate losses, landed costs when purchasing materials from the company

Ensuring that correct costings are quoted for, avoid any under quoting which will result into losses

Attending site meetings and compiling scope of works to quote on to repair motors

Ensure that quotes are submitted within 2 x days from receipt of assessments

Manage sales team - ensure sales teams are affective when visiting customers. Monitor call reports and planning of the sales team

Effective communication and reporting to customers

Regular customer visits to customers

3. Financial Assistance

Budgeting, cash flow forecast

Monitor that invoices are approved by end users a.s.a.p.

Debt collecting with problematic customers

Improve free cash flow

Continuously improve or seek ways to reduce debtors' days

Work through Financial Reports submitted by Financial Manager

4. Overhaul

Leader of 44 x employees

Need to work overtime when required

Will be required to travel within Zambia

Protect the interest of the business at all times

Continuously find ways in how to diversify and grow the business

Work towards meeting or exceeding budget requirements

Minimum duration of living in Zambia will be around 8 years

Strong relations with Senior Managements of customers/mines such CEO's, Engineering Managers, CFO's Effective communicator

Monitor company performance and find ways to continuously improve overhaul performance of company

Key skills;

Strong negotiations skills

Problem solving skills

Professionalism

Confidence

Presentable

Team Player

Loyalty and commitment

Punctuality and attendance

Key Qualifications;

Senior Matic Certificate

Commercial - costings, contracts, and quotes - Minimal 5 Years

Technical - Motor and Transformer repairs - Minimal 14 Years

Qualified Armature Winder

Business Management Qualifications

Computer Literacy - Microsoft Office (Excel, Word & Power Point)

Valid passport

Police Clearance - No Criminal Charges

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