



WORKSHOP MANAGER

Senior relevant qualification required with the ability to perform the following tasks:

- Allocate jobs and job flow in the workshop, including job scheduling and labour allocation for day to day operations.
- Co-ordinates resources (operational and human), schedules and activities to effectively manage jobs.
- Assists with quoting, project management, materials purchasing and quality checks.
- Acts as a technical adviser on key projects and other areas of the business as requested.
- Receives and reviews feedback from customers and follows up to ensure customer satisfaction.
- Identifies staff that require on-going training and implements training opportunities to ensure their skills are improved.
- Works with apprentices and semi-skilled staff to role model appropriate technical skills.
- Manages the Workshop, follows company protocols and ensures that the jobs are done on due date.
- Ensures vehicles and machinery is maintained, serviced and repaired.
- Ensures pumps, generators and other agricultural and farm equipment is maintained, serviced and repaired.
- Oversees building and residence maintenance.
- Divisions: (Steelworks, Mechanics, General Store, Tyre Repair Shop, Hydraulics, Fitter and Turners, Administration, Diesel).
- Works on Pastel Evolution/IDU.
- Works on Diesel Management System.
- Works on Microsoft Office.
- Ensures that the fixed assets register is maintained and kept up to date.

Closing date for applications is 20 April 2020. Please email CV's to cindy@schoonbee.co.za or betsie@schoonbee.co.za.

If you do not hear from us within 6 weeks from the closing date, please consider your application unsuccessful.