

## **SELECTION CRITERIA AND JOB DESCRIPTION OF ASSISTANT MANAGER WORKSHOP**

### **A. SELECTION CRITERIA**

**Qualification:** B.Sc. Mechanical /Industrial manufacturing/ Automobile Engineering or any other relevant degree from HEC recognized institution.

**Experience and Expertise:** Minimum 3 (Three) years' experience of managing repair and maintenance of automobiles. The candidate shall have sufficient knowledge of vehicles specifications, material specifications, spare parts, workshop tools and equipment and alternate fabrication. The candidate shall sufficient knowledge of automotive standards. Knowledge of inventory control / material estimation and management of skilled workers shall be preferred.

**Age Limit:** Maximum 45 Years

### **B. JOB DESCRIPTIONS**

1. Assist to Manager Workshop regarding implementation of work plans, work instruction, safety procedures, departmental policies and procedures.
2. Organize plan for routine maintenance of the vehicle in consultation with the Manager Workshop and execute plans in best interest of the company.
3. Supervise to fabricate the work piece, machinery and equipment as determined by work order specifications.
4. Administer for troubleshooting, R&M issues of SWM vehicles and pool vehicles of the company.
5. Prepare purchase requisition demand for spare parts and other related items and forward timely to P&C department as required.
6. Assist Manager Workshop to prepare duty roaster of departmental employees for smooth working of workshop operations
7. Supervise the responsibilities of mechanics, technicians and helpers staff to get highest output.
8. Assign task to the mechanics, monitor progress, and assist in identifying, diagnosing and rectifying various faults.
9. Collates all complains for drivers regarding vehicle performance and carries out physical checks on the vehicles to ascertain other damages and deficiencies.
10. Carrying out all the repair work and fabrication of equipment with efficient manner.
11. Follow up repair order, registering the time taken to complete each task.
12. Ensure the presence of SWM vehicles in good order all time.
13. Ensuring timely departure of SWM vehicles and pool vehicles from the workshop.
14. Ensure proper record of repair, replace defective equipment parts, and assemble equipment.
15. Prepare daily and monthly departmental reports where necessary/ demanded
16. Perform any other duty assigned by the senior management.