



Example of Workshop Manager Job Description

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Our company is looking to fill the role of workshop manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for workshop manager

- Responsible to work closely with CJV and other involved Transit System subsystems within the depots to implement and coordinate the overall installation strategy, safety provisions and coordinated programming
- Responsible for developing an DWE installation strategy including number of required teams per depot location, installation labor supply concept and strategy
- Responsible to coordinate and request depot workshop equipment delivery from central warehouse / storage to site access locations in accordance with the contract access and completion dates leading up to handover for testing and completion of works
- Using the installation strategy, develop the DWE Construction and Installation Management Plan and any other necessary plans, and assist in developing coordinated programs for installation at the Depots
- Develop and implement arrangements to prepare, manage, store and obtain acceptance for installation / shop drawings and any required documentation
- Developing and implementing the arrangements for site handover from and hand back to the interfacing parties
- Organizing installation risk assessments, developing and implementing installation work method statements incorporating safe working methods
- Responsible to comply to procedures for site supervision, site safety and security, monitoring progress of the works, installation quality management and installation tests prior to handover for testing
- Responsible for progress reporting in liaison with the project planning and

- Central hub for compiling of information with regard to deadlines, costs, defects and delays

Qualifications for workshop manager

- Bilingualism is essential (French and English)
- Strong leaderships , coaching and motivation skills to enhance team performance - Excellent track record of managing sales team and achieving high sales performance - Strong understanding of effective distribution and retail penetration and its execution- Strong knowledge on the sales management with the WCSC concept & implementation- Good networking, negotiation and influencing skills- Strong Key Account Management
- Responsible to participate at required Site Management / Installation meetings, prepare MoMs and escalate in time, if required
- Responsible to verify achievement of access conditions before start of installation and setup process for take over from CJV or any related subsystem
- Controlling quality and ensuring targets are achieved in accordance with contractual and project requirements, e
- Monitoring internal and external interfaces related to Depot and Workshop equipment