



Example of Workshop Manager Job Description

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Our innovative and growing company is hiring for a workshop manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for workshop manager

- Coordination of Team Activities Planning to define and document Planning Procedure
- Coordination for Engineering and Site and access Status with relevant project stakeholders
- Leading the Planning Process for Creating Project Baseline and Recovery Plans
- Development and tracking of internal DWE Program
- Coordination with PM and Delivery Manager (onshore) for planning the project resources and consideration in DWE Level 4 resource loaded schedule
- Reviewing Engineering Progress for the preparation and submission of the DWE installation / shop drawing package to client in line with DWE Level 4 schedule
- Regular Updates of P6 DWE schedule
- Analyzing the updated program against Baseline (BL) and Internal targets and report delays to PM and Delivery Manager (onshore)
- Prepare, collect and update project reporting as per contract and BACS consortium requirements
- Verification of CWJV interface

Qualifications for workshop manager

- Provide highlights and action areas to PM / Delivery Manager (onshore)

- Coordination with PM/CPM and Delivery Manager (onshore) for EOT analysis
- Substantial experience in B2B and B2C marketing activation
- Degree in Engineering / FP2 or superior professional modules (Mechanical, Electricity or Electronics) complemented with training in Organization and Management of Production and Operations
- Team Collaboration skills, result orientation