



Example of Workshop Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of workshop manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for workshop manager

- Manage quality plan and review and approve design freeze points
- Implement contractual communication with client and manager communication plan
- Manage procurement, suppliers and sub-contractors in conjunction with supply chain management
- Implement and manage documentation plan and manager risk assessments
- Manage project execution team and plan staff requirements for the project
- Implement & manage change control and secure variation claims
- Attend project meetings and maintain project schedule
- Organize and drive high level leadership workshops
- Help craft the outputs, mission and vision statements, work-streams
- Manage all of the program documentation, timelines

Qualifications for workshop manager

- Strong knowledge of overseas' production (Asia)
- Proficient in use of all body shop equipment
- Enforce and maintain the Company Health & Safety Policy and procedures at all times and treating the health and safety of all employees as a priority
- Focus on reducing Customer Complaints through the management of an effective returns procedure
- Training & personal development, focusing on promoting multi skilling

