

JOB DESCRIPTION – AUTO DOOR COORDINATOR

This Job Description is to be read in conjunction with the Terms and Conditions of Employment, Operations Plan and Quality System / Management Documents.

REPORTS TO:

- Operations Co-ordinator

POSITIONS THAT REPORT TO TRADESPERSON:

- Auto Door Trainee Technician

ACCOUNTABILITIES:

To the roles and responsibilities authority and measures delegated.

PURPOSE:

As Auto Door Coordinator your primary focus is to assist in organising your team on sites such as hospitals and commercial buildings, shopping centres, schools and homes with the manufacturing, installation and maintenance of our Auto Door products, as well as working closely with the rest of the team to coordinate job requirements.

ROLES AND RESPONSIBILITIES:

Assist with and coordinate the manufacture, installation and maintenance of Merri's products in an efficient and effective manner.

- Manufacture Merri's products in line with drawings and specifications provided.
- Provide office with details quotes and photographs of jobs.
- Accurately measure all jobs and provide to office.
- Prepare small quotes completed on site prior to next measure.
- Use and maintain all tools and equipment in a clean and safe manner.
- Keep tools allocated to you up to date in the tool register.
- Offer solutions when rework, incomplete jobs etc occur.
- Accurately record your time and materials etc on all jobs.
- Complete all paperwork and data entry in an accurate and timely manner.
- Assist with site installation activities as required.
- Comply with the manufacturers and Merri's procedures and recommendations for the maintenance and operation of all plant and equipment.
- Housekeeping to keep Merri's workshop, yard and site clean and safe.
- Embrace and contribute to Merri's positive, safety focused culture.
- Keep stock list of spare parts in stock. Arrange to order parts required.
- Prepare faulty parts for return for credit or replacement. Keep clear and accurate records.
- Up sell for auto door maintenances, when applicable.
- Keep inductions up to date.
- Communicate with customer clearly and with good intentions at all times.
- Train the trainee Automatic Door Technician to a level able to work on their own.
- Other duties of a reasonable nature delegated/requested from time to time.

Ensure activities are performed in accordance with legislative requirements and Merri's policies and procedures

- Follow systems, processes and procedures required to fulfil position.
- Provide feedback to Workshop Supervisor re improvements to systems, processes and procedures.
- Comply with Merri's policies and procedures.
- Comply with relevant legislation.
- Attend training days, when required.

MEASURES:

- Compliance with safety, environmental and quality policies and procedures.
- Proactively work towards achieving zero harm.
- Perform tasks accurately meeting deadlines.
- Oversee and manage all aspects of Automatic Operators section to ensure smooth running.
- Products manufactured and installed in line with drawings and specifications provided.
- Tools and equipment used and maintained in a clean and safe manner.
- Compliance with recommendations in the maintenance and operation of all plant and equipment.
- Merri's workshop, yard and site clean and safe at all times.
- Paperwork and data entry completed accurately and on time.
- Positive feedback from clients.
- Detailed description and photographs of jobs/quotes.
- Trainee to be learning and growing in knowledge consistently.
- Tidy and clean appearance.
- Vehicles clean and tidy at all times.
- Tool register up to date.
- Accurate recording of time, materials and job details, including any rework.
- On call roster/shared.
- Solutions provided when rework required, jobs not completed on time etc.

SKILLS, KNOWLEDGE AND EXPERIENCE:

- Previous experience in a manufacturing environment desirable.
- A strong commitment to WHS issues in a manufacturing and site environment.
- A strong commitment to environmental issues in a manufacturing and site environment.
- A strong commitment to quality in a manufacturing and site environment.
- Solid communication skills including oral, written and interpersonal skills.
- Demonstrated ability to work effectively with people of various cultures in a team environment as well as independently to achieve objectives.
- Ability to manage time effectively and to prioritise workloads effectively.
- Pass a medical check as required.
- Must hold a current manual drivers' licence.

During your employment, you may at times be requested to perform related duties that are not described within this document. Merri will not make such a request if it is unreasonable, in breach of National Employment standards, or your relevant industry award.

This job description may be altered from time to time upon mutual agreement.