**GENERAL MANAGER**

The duties and responsibilities of the General Manager include, but are not limited to, the following:

* Plan, direct, layout, and coordinate the activities of all departments within Kings Avionics, Inc. so as to minimize delays and increase production and efficiency.
* Training and assisting his subordinates in proper procedures, methods, and practices to be followed in the performance of their department functions in order that it complies with all applicable parts, sections, and subsections of 14 CFR, and technical data approved or accepted by the Administrator.
  + The Training Program consists of factory and on-the-job training scheduled as required by the General Manager for Kings Avionics, Inc. technical and key personnel. Such training shall be recorded in the company computer system.
* Conducting meetings in support of the Repair Station Quality Assurance/Continuing Analysis and Surveillance (C.A.S.) Program, as detailed in the Quality Control Manual.