

Role:- National Head Production–Arun Lloyd

Regular office hours: - 9.30 AM – 6 PM

Date: - 1<sup>st</sup> April 2020– 31<sup>st</sup> March 2021

**Job Role Summary:**

This role is responsible for executing flawless events and ensuring the quality of the event is of the highest nature. This role also ensures profitability of the event is maintained as per the KRA. This role reports into the COO.

**Key Results Area #1 – Profit Generator**

- Maintain TOH at 35%

**Key Results Area #2 – Closure of vendors across India, Worldwide**

- Ensure quality vendors are closed around different cities in India with Wings payment terms clearly defined
- Ensure Vendors are closed for our events outside India. Ensure that these vendors clearly understand the requirements for Wings for Closure

**Key Results Area #3 – Training junior production personal**

- Ensure junior production personal joining Wings is trained to execute quality events on time.
- Train them on the various processes

**Key Results Area #4 - Event Closure**

- Ensure closure of events happen within 1 week of the event

**Key Results Area #5 – Event Quality**

- Ensure quality is of highest nature and ensure 100% client satisfaction
- Ensure event runs smoothly as per brief given
- Explore & get new vendors across locations.

**Key Results Area#6–Issuance of PO to vendors**

- No work should be taken up until PO's are issued to the vendor

**Key Results Area #7 – Wings Culture code**

- Reporting time to office is 9.30 AM
- Follow dress code
- Notify reporting manager for leaves in advance. Comp off's need to be approved in advance

**Key Results Area #8–Ensure team is looked after**

- Schedule work to the team based on workload
- Responsible for quality of work done by team is as per brief
- Ensure reports of the team is done by 29<sup>th</sup> of every month