

BURROUGHS LIMITED - NEW ZEALAND

JOB DESCRIPTION

Occupation Title:	Classification:
COORDINATOR	PLANT
Division:	Date:
DECIMAL CONVERSION PROGRAMME	29th July 1966

1. To liaison with field installation clerks in scheduling loan machine requirements. He must have a good product and style knowledge so machines can be interchanged to meet requirements where shortages occur.
2. The biggest responsibility of the position is in conjunction with the Plant Manager to schedule the daily conversion work.
3. To liaison with Loan Centre Manager on loan machine conditions and availability.
4. To liaison with transport foreman to ensure loan machines are picked up and re-delivered and to meet commitments. Also to ensure schedules are met in bringing in convertible machines to plant.
5. To schedule and supervise the delivery of converted machines.
6. To have close liaison with Plant Manager to understand day-by-day production problems or holdups and affect his scheduling accordingly.