

Manufacturing & Engineering

Business Overview



Assembles and installs generators and operates a retail storefront.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs all business payroll and expense checks. 3. Oversees business operations and makes business decisions. 4. Works with employees to determine pricing of products. 5. Signs Insurance Policy and Rental Agreement. 6. Completes the Business Improvement Plan. 7. Works with Supply Chain Manager to reorder additional inventory, if needed. 8. Prepares and gives speech at the Opening Town Meeting. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if CEO is not available. 7. Tracks loan payoff progress.
<p style="text-align: center;">ENGINEER</p> <ol style="list-style-type: none"> 1. Reads and reviews instructions for production assembly. 2. Assembles wire harnesses. 3. Delivers and installs wire harnesses into business generators. 4. Obtains approval of work completed and returns signed work orders to Generator Sales Manager. 	<p style="text-align: center;">GENERATOR SALES MANAGER</p> <ol style="list-style-type: none"> 1. Uses provided marketing tools to sell generators to businesses. 2. Prepares and delivers work orders for Engineers to build generators. 3. Prepares generator invoices. 4. Assists the Supply Chain Manager with retail sales, as needed.
<p style="text-align: center;">SUPPLY CHAIN MANAGER</p> <ol style="list-style-type: none"> 1. Submits supply orders for engineering and retail supplies. 2. Delivers engineering supplies to Engineer. 3. Works with CEO to determine retail product prices. 4. Prepares retail sales area with product display. 5. Greets customers, assists them with sales, and processes payments for sale of products. 6. Forwards sales payments to CFO for deposit. 7. Uses inventory loss prevention tools to limit losses. 8. Works with CEO to reorder additional inventory, if needed. 	