|  |  |  |
| --- | --- | --- |
| **Job Title** | **Task List** | **Completion Date** |
| **Managers** |  |  |
| President |   |   |
| Controller |   |   |
| General Manager |   |   |
| **Supervisors** |   |   |
| Administrative Supervisor |   |   |
| Shop Superintendent |   |   |
| Day Shift Foreman |   |   |
| Night Shift Foreman |   |   |
| Engineering Supervisor |   |   |
| H&S Coordinator |   |   |
| Warehouse Supervisor |   |   |
| **Administrative** |   |   |
| HR Clerk |   |   |
| Payroll Clerk |   |   |
| Admin. Assistant |   |   |
| **Engineering** |   |   |
| QA/QC Inspector |   |   |
| Draftsman |   |   |
| **Warehouse** |   |   |
| Shipper |   |   |
| Receiver |   |   |
| **Shop** |   |   |
| Welder |   |   |
| Fitter |   |   |
| Crane Operator |   |   |
| Maintenance Technician |   |   |
| Labourers |   |   |
| Forklift Operator |   |   |
| **Prepared by:** |