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| --- | --- | --- |
| **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:** | | |