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Job Description - Rolling Mill Vice President/Foreign Operations

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Department - Rolling Mill

Title - Vice President - Foreign Operations

Basic Function

Watch over the Company's interests in the United Kingdom, the Continent of Europe and India, and to participate in specific rolling mill selling missions in those areas, as far as physically possible, unless such negotiations can be handled directly from Worcester with the prospective customers.

Develop an adequate staff for fulfillment of rolling mill contractual obligations in those areas, and help to maintain the morale of this staff.

Present ideas to Research and Design and Development, and stimulate the activities of those departments to the fullest possible extent.

Duties and Responsibilities

Report to Worcester on any matter affecting the Company's interests which come to his attention.

Report to Worcester on all sales negotiations in which he participates.

Read copies of all correspondence and field reports forwarded to him, and to intervene in this correspondence only when, in his judgment such a step is desirable.

Take no part in the routine work of processing a contract after procurement.

Take no active part in supervision of erection and starting up of rolling mills.

Assume no responsibility for following up the processing of inquires in Worcester.

Assume no responsibility for possible loss of business due to delay in processing inquiries in Worcester.

Organizational Relationships

As the title implies, a Vice President is responsible to the President for all of his actions.

On matters of sales policy and pricing, the responsibility is to the First Vice President or the Executive Vice President acting with the knowledge of the President.
Vice President - Foreign Operations - Cont.

On matters of rolling mill layout and design, the responsibility is to the First Vice President.

On matters of staff employment, the responsibility is to the First Vice President as head of the rolling mill department.

Direct contact with the Manager of the Proposal Department, the Manager of Engineering, the Manager of Research and the Manager of Design and Development must be maintained for preliminary and explorative reasons.

The Vice President - Foreign Operations has the Manager of Foreign Operations directly responsible to him, and the foreign staff indirectly through the latter.