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Job Description - Administration Executive Vice President

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Department: Administration

Title: Executive Vice President

Basic Function:

As a Director, share in responsibility for determination and execution of general and specific Company policies.

Responsible for the overall supervision of the Company manufacturing operations, sales departments, (other than Rolling Mill,) and Purchasing.

Duties and Responsibilities:

1. Responsible for keeping in close touch with the departments directly under his control.
2. Responsible for counseling and advising the heads of departments under his control.
3. Responsible for delegating the responsibility and necessary authority to the department heads under his control to do their jobs within the framework of the Company organization.
4. Responsible for planning ahead so each department has sufficient depth to provide understudies for the key positions, within the limits of economical operations.
5. Responsible for coordinating the activities of the departments under his control with those of other departments of the Company.

Organizational Relationships:

The Executive Vice President is responsible to the President for the performance of these duties.

The following positions are responsible to the Executive Vice President for performance of assigned duties:

Vice President - Manufacturing
Manager - Morgoil Bearing Department
Manager - Wire Drawing Machinery Department
Manager - Combustion Control Department
Manager - Pittsburgh Office
Director of Purchasing

The Executive Vice President must maintain close working relationship with the 1st Vice President.