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Job Description with Attached Memo - Morgoil Bearing Department Manager

Paul S. Morgan

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MORGAN CONSTRUCTION CO.
MEMORANDUM

TO: Listed Below

FROM: Paul S. Morgan

SUBJECT: Position Descriptions

The Board of Directors has requested the writer to develop with your assistance a description of your position. The purpose of this work is to implement a new M.C. Co organization chart.

Attached are two tentative descriptions which show the pattern for all descriptions.

I would like the first draft of your description by 1 March 1961 and am available to assist you at any time.

Paul S. Morgan

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Department - MORG OIL Bearing
Title - MANAGER

Basic Function

To plan for, organize, motivate, and measure a department to design, service, and profitably sell MORG OIL bearings and bearing parts in a world market—directly and through licensees and agents.

Duties and Responsibilities

1. To establish sales policies and develop, maintain, and motivate an organization, licensees, and agents to provide the means to obtain the maximum possible percentage of the world market for MORG OIL bearings.

2. To provide adequate sales and engineering contact with industries served.

3. To provide prompt and efficient production and application engineering.

4. To provide prompt and efficient customer service in scheduling, repair parts service, and field engineering.

5. To develop and maintain product design and quality that will most efficiently serve the world market.

6. To co-ordinate a research and development program that will enable us to lead the field in design, application, production and field engineering.

7. To provide records and statistics necessary for efficient sales and engineering effort.

8. To carry out product advertising program.

9. To set prices, royalties, and commissions that make sales profitable.

10. To measure department performance and profitability.

11. To assess on long term basis product market, product development, sales policies, and organization.
Organizational Relationship

- Responsible to Executive Vice-President for duties described.

- Particularly close liaison required with Pittsburgh Office, Chief Estimator, Manufacturing Department, and Research Department.

- Following are directly responsible to Manager Morgoil Department:
  - Chief Engineer Morgoil Department
  - Sales Engineer
  - Sales Engineer - Service