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Job Description - Rolling Mill Manager of Foreign Operations

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Department: Rolling Mill
Title: Manager of Foreign Operations

Basic Function:

Management of Manchester Office.

General supervision of erection and starting-up of rolling mills in the United Kingdom, the Continent of Europe and India.

Technical assistance during sales negotiations in those areas.

Duties and Responsibilities:

Direct the handling of the Manchester office correspondence, and ensure the proper distribution of field reports.

When required, assist Worcester in processing rolling mill contracts by contacting customers or manufacturers.

Allocate supervisors of erection to specific jobs and maintain contact.

Take personal charge of starting up rolling mills wherever this is necessary.

Keep in touch with installed mills.

When required, and other duties permitting, to give technical assistance during sales negotiations.

Report fully when taking part in sales negotiations as the Company's sole representative at a meeting.

Relieve the Vice President - Foreign Operations as much as possible of conducting and entertaining visitors on sight-seeing trips to installed mills.

Follow up any development work being carried out by the Company in the United Kingdom.

Organizational Relationships:

Be responsible to the Vice President - Foreign Operations.
Be free to communicate direct with Worcester at any time, keeping the Vice President - Foreign Operations informed by copies of the correspondence or reports of conversations.

The Manager - Foreign Operations will have responsible to him our present three supervisors of erection, our observer, and any additional supervisors who may be employed on rolling mill contracts in the United Kingdom, the Continent of Europe and India, also the secretary in the Manchester Office.