

TITLE: General Manager - W.A. Salvage

REPORTS TO: Chief Executive

CURRENT INCUMBENT: PETER-JOHN CHARLES DAVIS

1. PRIME RESPONSIBILITY

The overall profitable promotion and management of the business.

2. REPORTING DIRECTLY TO GENERAL MANAGER

- . Marketing Manager
- . Divisional Secretary
- . Operations Manager
- . Administration Manager

3. PRIME OPERATIONAL RESPONSIBILITIES (Not in order of priority)

3.1 Advertising and Promotions

Through the Marketing Manager to develop and implement an effective promotional campaign aimed at increasing market share and promoting the objects of the division.

3.2 Pricing and Margins

Be responsible for setting selling prices to achieve or increase budgeted gross profit margins.

3.3 Staff

To continually assess the performance of staff, their training and development and make recommendations regarding their remuneration.

Assess staff levels and maintain within budget complement.

3.4 Product Range

By maintaining control of product range selection to ensure that the true nature of the "Salvage" business is maintained.

3.5 Retail Stores

Continually review and improve the retail stores' appearance, layout and stock displays keeping in mind the image required.

3.6 Inventory

Be responsible for control of stock to within agreed levels and for organization of the annual stocktake.

3.7 Customer Services

Ensure that the procedures and application of policies including transport, provision of credit, returns and safety, are within guidelines given.

3.8 Suppliers

To develop and foster strong, long term relationships with suppliers.

3.9 Expenses

To monitor expenses of the division and maintain within agreed levels by category.

3.10 Systems Development

To continually improve control systems and ensure production of timely and accurate management reports.

4. OTHER RESPONSIBILITIES

4.1 Security

Ensure adequate protection of the assets of the Division against fire, theft and damage through regular monitoring of risks and regular maintenance of assets.

4.2 Capital Expenditure

Make recommendations regarding capital expenditure and major maintenance requirements.

4.3 Budgeting and Planning

Annually prepare a detailed profit plan for the Division in terms of sales, staff levels, advertising and major expense areas and to annually update the Three Year Plan.

4.4 Opposition Surveillance

To constantly monitor the movements of opposition and to submit written assessments of areas of interest to the Chief Executive.

4.5 Cheque Signatory

Responsibilities to Group as cheque signatory for cheques of an amount in excess of \$100,000.

5. PERFORMANCE MEASURES

- 5.1 Achievement of sales and profit targets.
- 5.2 Effectiveness of controls over costs, gross profit margins and stock levels.
- 5.3 Personnel development and morale of Division.
- 5.4 General overall assistance to Group's planning and management.
- 5.5 Level of assistance, advice and cooperation given to Chief Executive.
- 5.6 Personal growth, development and integrity.
- 5.7 Application of Group policies and procedures and general smooth running of the Division.

J. BOROS

JB:mp

5 August 1991