



Document Title:	Workshop Manager Rustenburg
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Job Description

1. Scope:

The scope of this job description covers the functions of Workshop Manager – Rustenburg

2. Competency Requirements:

- Bachelor’s degree or diploma in Mechanical/Electrical Engineering, Business Management, or related field (an advantage).
- 4+ years of production management experience, with at least 3 years in a leadership role.
- Strong understanding of production systems, quality control, and lean manufacturing principles.
- Excellent leadership, organizational, and communication skills.
- Proficient in using ERP/MRP systems and production planning tools.
- Ability to analyse data and make informed decisions.
- Strong problem-solving skills and the ability to handle pressure in a fast-paced environment.

3. Soft Skills and Attributes:

- Strong analytical and troubleshooting abilities.
- Excellent communication and customer-facing skills.
- Detail-oriented with high standards for safety and quality.
- Team player with the ability to lead tasks and train junior staff.
- Adaptable and capable of working in dynamic environments.

4. Additional Requirements:

- Willingness to travel for business.
- Valid driver’s license; international travel readiness is a plus.

5. Job Overview:

The position is based in Rustenburg and reports to the Works Executive

The Workshop Manager is responsible for the overall management, coordination, and profitability of the workshop. This includes overseeing daily operations, ensuring the highest standards of quality and safety, managing staff, optimizing workflow, and driving business performance. The role requires balancing hands-on technical knowledge with strategic planning, financial management, and customer service.

Working hours: 8am – 4.30pm Monday to Thursday and 8am – 3pm on Friday

Afterhours, weekends and Public Holidays as demanded by production requirements at no additional remuneration

Travel required.



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6. Key Performance Areas:

- Plan, organize, and control all workshop activities to ensure smooth workflow and timely completion of jobs.
- Lead and manage the production team, including supervisors, technicians, and operators.
- Manage scheduling, job allocation, and resource utilization to maximize efficiency.
- Ensure compliance with company policies, procedures, and industry standards.
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- Ensure compliance with company policies, procedures, and industry standards.
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- Enforce strict health, safety, and environmental standards in the workplace.
- Ensure all work meets quality standards, specifications, and customer expectations.
- Conduct regular inspections, audits, and risk assessments.
- Maintain ISO/industry accreditation (where applicable).
- Act as the main point of contact for customers regarding workshop operations.
- Manage client relationships, resolve escalated issues, and ensure customer satisfaction.
- Liaise with suppliers, contractors, and regulatory authorities.
- Review and approve quotations.
- Review and interpret tenders assist Commercial departments in developing commercial and technical offers.
- Monitor production KPIs and ensure adherence to safety, quality, and efficiency standards.
- Coordinate with the supply chain, maintenance, quality control, and engineering teams to ensure smooth operations.
- Implement continuous improvement initiatives to enhance productivity, reduce waste, and optimize workflow.
- Manage resource planning including manpower, materials, and equipment.
- Develop and enforce standard operating procedures (SOPs) and safety protocols.
- Track production costs and prepare budgets and reports for senior management.
- Evaluate team performance and provide training, coaching, and development plans.