

## **POSITION DESCRIPTION**

Keynote Limited

### **AM25000129 - Workshop Manager**

**Keynote Limited** has adhered to a philosophy of providing the very best to the people of Papua New Guinea for more than 40 years. This has been achieved by providing a full range of musical instruments, sound equipment and accessories that is backed up with technical support and after sales service.

Keynote is seeking highly skilled and experienced professionals for this role based in Port Moresby.

### **WORKSHOP MANAGER**

This role will be responsible for overseeing the daily operations of the workshop and ensuring efficient and high-quality delivery of services, planning and optimizing workflow, managing technicians and equipment, maintaining strict quality control standards, interacting with customers to understand their needs and providing estimate, budget, cost control and inventory management, ensuring compliance with safety regulations, staying updated on industry trends and addressing technical challenges.

#### **Key Responsibilities:**

- Overall management of Keynote's workshop facility and all Service Technicians employed in the workshop
- Manage spare parts inventory & stock order to meet operational requirements
- Manage workshop process & documentation, including workshop administration and reporting to senior management
- Ensure control and security is maintained for Cash Sale transactions
- Ensure to maintain high standard of repair/service work and ensure completion of allocated jobs are within set time frames
- Ensure customers and other departments are advised if there will be delays with completion of repairs or service jobs due to unavailability of spare parts
- Ensure all instruments and equipment that are serviced or repaired are returned to the customer in a clean and tidy condition
- Ensure staff are adhered to company policy
- Implement & manage staff rosters to ensure coverage of company and customer service requirements
- Manage all costs associated with daily operation of the workshop within prescribed limits
- Liaise with other Department managers to provide feedback and comments on market activities.

#### **Qualifications & Experience:**

- Do you have a Post Graduate qualification? If yes, provide details
- Do you have a Bachelor's degree in Electrical Engineering preferably Electronics, Industrial Management or related field? If yes, provide details
- Do you have minimum of 3 years' experience in workshop management in a similar setting? Please provide details
- Have you worked for an organization similar to Keynote Limited?
- Do you have experience in repairing and servicing powered musical products? If yes, please provide examples
- Can you share your knowledge of safety regulations and quality standards you know are relevant to the role?

**This position is open to PNG citizens only.**

### **APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Wednesday, 23<sup>rd</sup> April 2025**

*Only shortlisted applicants will be contacted*

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.