

**PRIDEX INDUSTRIES NZ LIMITED
POSITION DESCRIPTION**

Job Title: Joiner / Cabinetmaker	Date updated: Tuesday, 19 September 2006
Incumbent:	Signature of incumbent:
Division: Kitchen/Bathroom Cabinets and Office Furniture	Signature of team leader:

1. PRIMARY OBJECTIVE

To ensure the timely manufacturing of assembly of product in accordance with production schedules to specified quality standards. Meeting daily manufacturing obligations achieving optimum efficiency within budgetary constraints, in accordance to D.I.F.O.T.I.S.

2. PRINCIPAL ACCOUNTABILITIES – (Approximate % of time spent next to each accountability)

ACCOUNTABILITIES	MEASUREMENT CRITERIA	STANDARDS		
		Minimally Successful	Fully Successful	Exceeds Fully Successful
1 Manufacturing (90%)				
Ensure a high standard of quality product manufactured.	Regular checks carried out By supervisor	10% failure of quality checks	2% failure of quality checks	0% failure of quality checks
Manufacturing of product as designated ensuring high standards for the next work colleague.	Completion of task set by supervisors within time passing on an accepted quality item for the next process in manufacturing	95% time frame and quality meet	100% time frame and quality meet	120% time frame and quality meet
General duties	General duties carried out as required by supervisor	Carried out to the satisfaction of the supervisor	Carried out and completed, surpassing the satisfaction of the supervisor	Carried out and completed before being requested by a supervisor
Eliminating errors by reading, learning and understanding the task allocated	Consistent performance with minimal error factor	5% Error Factor	3% Error Factor	1% Error Factor
2.2 QUALITY (5%)				
Ensure that all products are manufactured and dispatched to specification meeting D.I.F.O.T.I.S.	Feedback regarding quality from customers/installers	<10 per month	<5 per month	<2 per month
Ensures that all tasks are carried out in a manner consistent with the requirements and the procedures laid down in the relevant Standards of Operating Procedure (SOP's) and Standards of Production Procedure (SPP's)	Compliance with SOPs and SPP's documented	> 10 non-conformances noted	> 10 non-conformances noted	> 10 non-conformances noted
Ensure compliance with company policies and safety standards	Incidents of non compliance	More than 5 per month	Between 2 and 5 per month	Less than 2 per month
2.3 HUMAN RESOURCES (2.5%)				
Fostering teamwork.	Maintaining good team Morale			
Ensuring contracted conditions of employment are adhered to.				
2.4 SAFETY, HEALTH AND ENVIRONMENT (2.5%)				
Maintaining high standards of housekeeping	Area inspections and internal S H & E audits	Audit score of 50%	Audit score of 75%	Audit score of 100%
Attending S H & E	Attendance records	1 training session attended per year	2 training sessions attended per year	All available training sessions attended
Reporting all incidents (hazards, accidents, occupational illnesses)	Incident reports	All incidents reported	All incidents reported, investigated and actions taken within 90 days	All incidents reported, investigated and actions taken within 30 days
Undergoing occupational health monitoring as required by the company's health procedures	Meetings with OH Nurse	Meet with OH Nurse as required	Meet with OH Nurse as required	Meet with OH Nurse as required

ORGANISATIONAL RELATIONSHIPS

3.1 Intra-Departmental (Chart Attached)

3.2 Cross - Functional (i.e. important working relationships)

Logistic Manager
Production Manager
Factory Manager
Direct Area Supervisor
Stores

2. OPERATING ENVIRONMENT

A Brief History of the Group

The Pridex Group has its origins in 1982 when it commenced manufacturing, selling and installing, kitchen cabinets. Like many similar owner-operated businesses, growth was initially constrained by limited resources, but from the outset, a vital difference was the clear vision management had of the future and the actions required to achieve sustainable growth.

This vision over the years, has resulted in a number of factory moves to larger and larger premises as the Group invested in markets, production facilities and human resources to support the growth strategy,

The most significant of these actions was initiated as recently as 2004 with a decision to expand production to service other markets, as well as to increase volumes significantly in the traditional markets. This began with a factory move to the current 3,400 m² manufacturing facility at 47 Railway Road, followed by the acquisition of state of the art CNC controlled equipment capable of vastly increased production capacity.

As expected, this expansion required considerable resources. To address this, the company attracted both financial and managerial input from an external investor group, thus facilitating the next growth phase in the company's life cycle

In late 2004, as part of the strategy to establish a market presence nationally, a kitchen showroom in South Auckland was acquired to complement the existing outlets in Palmerston North and Wellington CBD. In 2006 a further franchise outlet was opened in Upper Hutt. Supporting these initiatives is an internally developed franchise model which anticipates rapid modular growth in representation across New Zealand in the next five years.

To also achieve the goal of product diversification, in late 2005 the Group acquired Origin Office Furniture a significant producer of a wide range of office furniture designed mainly for the corporate and home office market and constructed of melamine faced particle board and MDF board. Origin's production facilities were consolidated into the Pridex kitchen factory in early 2006.

Further product diversification during 2006 will enable the group to develop a range of bathroom vanities, which, too will be made in the existing 47 Railway Road facility.

In planning for further growth, the Group has acquired the manufacturing premises situated at 39 Railway Road. Apart from adding a further 2,000m² manufacturing capacity in an immediately adjacent facility, the Group regards this as a highly strategic investment for the future

Individual product markets

Kitchens: Historically, kitchens manufactured have been custom designed to individual customer specification. The process of custom making kitchens has a number of advantages and disadvantages in comparison to manufacturing standard products.

Pridex Kitchens currently supplies two main markets, notably the construction industry and the end user market (largely based on renovations). The construction market is important to the company as although the margins are tighter than the end user market, the potential for high volume production runs and the associated benefits of large-scale production, provide a very important volume base. On the other hand, the end user market is a more fussy market but with slightly higher returns.

Office Furniture: Products are all based on particle and MDF board which is cut, edged and drilled in a variety of configurations to create a range of desk, workstations and storage cupboards. The market is principally to the office furniture resellers such as Office Max and Corporate Express

Bathroom Vanities: This is a new market channel for the Group. Further details will be released as they become known.

Each market has different challenges but it is important for the incumbent to fully embrace the view that “the customer is king”

How this impacts on the Position

The incumbent is an important part of a team that will assist the company to achieve all round “Excellence” awards. To do this, will require an understanding of the products and production processes in so far as they impact on their activity as part of a team. To work as a team member toward excellence in everything they do retaining the focus on the Customer and meeting the company’s goals of DIFOTIS.

To support the production process, Pridex embraces the use of modern technology and IT systems amongst other “Best Practices” gradually being introduced. The incumbent needs to be fully committed to the use of these systems, as they are integral to the success of the position.

Further details of the Group and their associated products can be obtained from the website at www.pridex.co.nz.

5. SKILLS, QUALIFICATIONS AND EXPERIENCE FOR THE JOB

5.1 Skills	COMPETENCY LEVEL
Good communication skills	High
Quality conscience	Advanced
Initiative	High
Team player	High
5.2 Experience	
Joinery or Cabinet making Trade	
5.3 Tools	
A competent tool kit in line with qualifications and skills in the industry.	Complete in relation to activity required.

6. CORE COMPETENCIES

Fuller explanation of the meaning of core competencies is available on our website at www.pridex.co.nz under Recruitment. Below is a summary of the competencies required?

Core Competencies Required For Position	STANDARD DEFINITION
B1 Ability to Learn	Quickly understanding and applying information concepts and strategies.
B2 Self Development Orientation	Taking continuous action to improve personal capacity
B8 Thoroughness	Seeking competencies and accuracy
D1 Initiative	Engage in proactive behaviour, seeking opportunities
D5 Concern for Standards	Pursuing excellence in line with organisational ideals and values

Declaration:

This Position Description fully represents the Position and the Accountabilities as they stand as at the date of signature. I fully understand the requirements of each “Accountability”, the “Measurement Criteria” and the “Standards” and how they will be used in my regular “Performance and Development Review.

Signed _____

Date _____