



Job Title:	ASSISTANT WORKSHOP MANAGER
Department:	ADMINISTRATION
Reports to:	WORKSHOP MANAGER
Supervises:	Directly: • Workshop Administration Officer Indirectly: • Stock controller • Purchasing clerk • Stores data Clerk • Sales data clerk • Office Messenger • Store Keeper
Job Level	MANAGEMENT
Revision Date:	2025

Position Summary

This job position is responsible for supporting the day to day operations of the workshop by assisting the Workshop Manager in managing staff, ensuring safety protocols are followed, maintaining equipment, and ensuring that all work is completed on time, to standard, and all standard operating procedures followed to the letter.

Key duties & responsibilities

1. Workshop Strategic Planning

- Regularly reinforce company missions & values to staffs & ensure they are aligned to workshop goals & objectives.
- Train staff on good workshop practices in their region.
- Responsible for KPIs & should Work with the Workshop Manager to understand KPI targets set by upper management & ensure that the staffs daily work aligns with those goals.
- Promote a learning culture by training staffs on new concepts.



- Train staff on technical work methods by combining hands-on instruction with clear standard operating procedure, regular supervision, and ongoing skill development.
- Train Staffs on the available standard operating procedures especially during induction & also carry out frequent reminders
- Sensitize staffs on proper usage of formats & templates by ensuring clarity consistency, uniformity & monitor its compliance
- Carry out regular workshop meeting in order to provide operational updates & address staff concerns.
- In charge of generating regional reports that support operational efficiency, performance tracking, and management decision-making.

2. Workshop Human Resource

- Sensitize staffs on their roles in accordance with the job description
- Ensure each staff understands performance expectations and works efficiently toward workshop goals by evaluating the type of product & services needed by the client, admin & technical skills required.
- Participate in job interviews
- Responsible for arranging recruitments & training of staffs by supporting selection process, technical evaluation & team alignment.
- In charge of interns in the workshop
- Ensure proper orientation & induction, performance monitoring & evaluation.
- In charge of assessing employee performance periodically and give advice through PIP.
- Coordinate external/internal training necessary for upgrading skills needed to handle technological advancements.
- Managing and monitoring daily attendance to ensure smooth operations and accountability in the workshop & encourage punctuality.
- Check quarterly leave roster & 2nd signatory
- Check festive season duty rosters for clerks & technicians & 2nd signatory
- Train staffs on the use of wingu while applying for leaves/ offs
- Participate in staff transfer meetings & assist in transition planning & 3rd signatory to the minutes
- In charge of disciplinary action in liaison with the HR department.
- In charge of separation process by ensuring smooth handover of duties to other team members & Supporting Exit Procedures.



3. Workshop Self care

- Responsible for efficient allocation of workshop assets & training staff on the correct and safe application of all workshop assets.
- Manage PPEs allocation & Coordinate training sessions on the proper use, care, and application of PPE, in compliance with workplace safety standards and regulations.
- Oversee the distribution of printed stationery & other appliances & sensitize staffs on correct & consistent usage.
- In charge of ensuring self service for workshop assets, building premises & structural repairs.
- In charge of ensuring faulty workshop assets are outsourced to reliable engineers for repairs
- In charge of pick up van allocation & route log

4. Workshop General Office Practice

- Sensitize staffs on the importance of labeling files or register according to the section & purpose.
- Train staffs on importance of filling
- Encourage staffs to read OEM books & catalogues.
- Train staffs on the importance of document archiving.
- Sensitize the messenger on proper document distribution.
- Instruct staffs on ways to avoid stationery wastage.
- Ensure that documents that needs to be cancelled should be crossed by two lines & the details should not be obstructed or with a cancellation stamp.
- Ensure important communication flows efficiently to all staffs in an appropriate manner & without distortion

5. Workshop Security

- Manage visitors access in the workshop thereby enhancing security.
- Check & approve client asset handing /take over reports & 3rd signatory
- In charge of Verifying old used spares parts disposal process.
- Monitor staff movement in the workshop within working hours to ensure staffs are not idling.
- Check on keys assigned to staffs & ensure no misuse or none has been misplaced & 3rd signatory to the allocation report
- Check on workshop stamps & should ensure they are used for the right purpose & non has been misplaced
- Ensure dismantled parts & components or partially assembled units are checked & acknowledged by security guard or bakery manager



6. Workshop Health & Safety Compliance

- Assist with the implementation of EHS management planner in liaison with SHE officer.
- In charge of health & safety committee & arranging for the committee meetings.
- Liaise with SHE to ensure renewal of EHS licenses & compliance.
- Liaise with SHE in Engaging external safety consultant to carry out EHS external audits & examinations compliance in liaison with SHE.
- Prepare workshop hazard evaluation report.
- Train staffs & sub-contractors on safe work methods
- In charge of staff injury/ near miss cases
- Arrange for audits with SHE on high risk site and facilitate OSHA permits.
- Arrange for local site NCC permits with the client.
- Arrange for internal work permit & 1st signatory
- Implement Site works safety precautions to avoid injuring passer-by or client's employees working nearby.
- In charge of staffs/Sub contractors lockers

7. Workshop House Keeping

- Train staff on office cleaning effectively by combining demonstration, instruction, and accountability.
- Train staff on Engine Room Cleaning in a clear, safe, and practical way by emphasizing on hazards such as oil spills & ensure everyone wears full PPE while cleaning.
- Emphasize that each staff deserves to use a clean & safe facility.
- Explain to staffs why yard cleanliness is critical as it prevents slips, trips, and falls.
- Sensitize staffs on service bay cleaning so as to prevent accidents from oil spills, loose tools, and clutter.
- Focus on store cleanliness, order, safety, and inventory protection.
- Ensure regular pickup van washing to prevent paint damage, corrosion, and build-up of grime.
- Train staff on PPE washing, focusing on hygiene, durability, and safety compliance.
- In charge of training staff on proper use of bins & proper garbage disposal.
- Train contractors on safety & security parameters when handling scrap.

8. Workshop Procurement

- Check main workshop store active stock replenishment list & sign as 2nd signatory



- Set Minimum stock level alert on Fiix enough for 15days to enable the stores team to respond proactively.
- Check on workstations maximum stock levels & 2nd signatory on the maximum recommended stock level
- Must be a witness during any face-to-face engagements with suppliers involving grievances, complaints, or disputes, ensuring transparency and proper handling of the issues.

9. Workshop Spares & Material Stocks

- Train staff on maintaining proper store layout, including structured shelving, clear aisles, and clearly labelled bin-coded items.
- Train staff on implementing rotational storage for reusable components by keeping a few in store, labelling, binning, and rotating them appropriately.
- Train staff on setting up steel store layouts for bulky materials like steel, ensuring the use of stronger racks.
- Train staff on organizing workstation store layouts in space-constrained areas using lean shelves and labelled bins
- Train staff on the importance of accurate stock movement posting across both workshops and workstations.
- Train staff on proper receiving procedures, including verifying items against the PO for accuracy and quality, signing the delivery note, and raising a GRN for booking.
- Train staff on correct issuing procedures where items can only be released with a job card, signed issue note, return of old parts, and filing of unused items via RTS.
- Train staff on dispatching goods to third parties using a signed and stamped delivery note, updating the delivery file, and retaining the copy on record.
- Train staff on internal stock transfers between workshops or workstations using a Stock Transfer Note (STN).
- Train staff on processing stock returns for unused or worn-out components through a Return to Store (RTS) raised by the foreman and received by stores.
- Train staff on proper cannibalization of compatible parts, requiring prior approval, full documentation in the cannibalization register, and signatures from the manager, supervisor, and transport/operations officer.

10. Workshop Internal Quality Control Inspection

- Train staff on importance of stock checks



- Conduct main workshop EHS inspections to identify potential hazards, ensure compliance with safety protocols, and promote a culture of workplace safety.
- Conduct main workshop Security inspections to assess and strengthen access control, monitor equipment safety, and prevent unauthorized activities or loss of assets.
- Conduct main workshop Building structures inspections to identify maintenance needs, assess structural integrity, and report defects that could impact safety or functionality.
- Conduct work Station asset & stock inspections to verify the availability, condition, and proper use of equipment and inventory.

11. Client Asset Administration

- Train staff on importance of labelling reliever assets.

12. Client Customer Service

- Train staff on the estimation method, ensuring they can prepare BOQs and estimates upon client request for routine planned jobs.
- Train staff on insurance procedures, including the need for assessment by the insurer before repairs on comprehensively insured vehicles, and the issuance of a satisfactory note upon repair completion before releasing the vehicle from the workshop.
- Train staff on processing job cards.
- Train staff on processing worksheets
- Train staffs on processing labour utilization form

13. PRODUCTS & SERVICES FOR CLIENTS

- Arrange to outsource high-pressure car washing services to effectively remove grime.
- Arrange to outsource vehicle reconditioning after accidents, including branding, signwriting, and overhauls of the engine, differential, and gearbox.
- Arrange to outsource machinery reconditioning involving repainting, rewiring, and replacement of all worn mechanical and electrical components, supported by a defined workscope, BOQ, estimate, and time planner.
- Arrange to outsource corrective electronic generator repairs after interpreting fault codes on the instrumentation cluster.
- Arrange to outsource generator reconditioning.
- Arrange to outsource building reconditioning works such as painting.

14. CLIENT ASSET QUALITY CONTROL INSPECTIONS

- Inspect bakery premises, including machines, vehicles, generators, electrical, plumbing, and structural elements.

KPIs

KPI Area	Measurement
Staff Development & SOP Compliance	% compliance with training plans, SOP implementation, attendance, induction and performance management requirements
Workshop Administration & Process Control	Timeliness and accuracy of reports, records, document control and operational communication
Workshop Self-Care & Resource Management	Asset accountability, PPE management, facility condition, maintenance completion and resource utilization
Health, Safety, Security & Compliance	Audit scores, inspection completion, compliance levels and reduction in incidents/non-conformities
Inventory Control, Quality Assurance & Customer Service	Stock accuracy, inspection completion, service quality, customer satisfaction and closure of corrective actions

APPROVAL

Job Holder	Employer
Assistant Workshop Manager	Workshop Manager
Employee Name:.....	Line Manager's Name:
Signature:.....	Signature:
Date:	Date:

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related Ad hock and relevant duties to meet the ongoing needs of the organization assigned by management from time to time.

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HOW TO APPLY

Interested candidates should submit their **CV and a brief cover letter** outlining their relevant qualifications and experience to careers@minigrp.com by **4th September**.

Only shortlisted candidates will be contacted.