

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
#	Key: Blue = recommended addition Green = has direct reports (manager) Red = recommended deletion Purple = Anytime D or R changing Black = status quo R = Responsibility D = Duty DD = Delegated Duty A = Authority	Revise? (Y) or (N)	Board of Directors	President	Director of Operations	Office Manager	Admin. Assistant	Warehouse Manager	Shipper / Receiver	Picker / Packer	Driver	Controller	Purchasing/Receiving Manager	Parts Purchasing/Receiving Clerk	Accessories Purchasing/Receiving	Accounting Manager	AR Clerk	AP Clerk	IT Manager	Director of Sales & Marketing	Sales Manager	Outside Sales Rep.	Customer Service Rep.	Special Projects
			Exec.	Office			Warehouse			Purchasing			Accounting		IT	Sales								
	Leadership / Management																							
1	Supervise warehouse staff.				R			D																
2	Manage office.				R	D																		
3	Supervise all staff (except sales people). Answer questions from direct reports (and refer non-direct reports to their manager when appropriate).				D																			
4				R	D	D		D				D	D		D						D	D		
5	Lead the management team.		R	D																				
6	Collect and analyze weekly Lost Sales reports and update ordering, accordingly.											R	D											
7	Ensure that meetings are run in an effective manner (e.g. deliver measurable results).			R	D	D		D				D	D		D						D			
8	Ensure that daily Ford report is accurate, complete and submitted.											R			D									
9	Ensure that weekly Lost Sales reports are being completed in a timely manner.																				R	D		
10	Analyze weekly Lost Sales reports and recommend next steps.												D								R	D		
11	Understand and recognize all the duties and responsibilities within your department and be able to prioritize the work for by order of importance.			R	D	D		D				D	D		D						D			
12	Leverage your direct reports to the best advantage of the company (e.g. utilizing driver time between runs, finding work for idle hands, etc.)			R	D	D		D				D	D		D						D			
13	Ensure that the department is open and functioning on time and that all necessary duties are completed, equipment and lights turned off and work area secured and locked before leaving for the day.			R	D	D		D				D	D		D						D			
14	Balance your work force to ensure that priorities are being met and that the department is functioning to the best of its ability with the staff available.			R	D	D		D				D	D		D						D			
15	Dispatch direct reports as required to handle daily priorities.			R	D	D		D				D	D		D						D			
16	Identify special projects within your department and assign appropriate direct reports as time is available (e.g. bin locating, filing, labeling, reworking stock, etc.).			R	D	D		D				D	D		D						D			

