

# Box Manufacturing

## Business Overview



Welch Packaging

Local manufacturing business providing custom packaging solutions for all businesses.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Opens Utility Account.</li> <li>5. Works with employees to determine pricing of products.</li> <li>6. Signs Insurance Policy and Rental Agreement.</li> <li>7. Completes the Business Improvement Plan.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Places supply order.</li> <li>2. Submits online request for business loan.</li> <li>3. Inputs employee payroll information.</li> <li>4. Processes business payroll.</li> <li>5. Prepares direct deposit enrollment paperwork.</li> <li>6. Completes Loan Promissory Note.</li> <li>7. Makes business expense payments.</li> <li>8. Makes business loan payments and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>ASSEMBLER</b></p> <ol style="list-style-type: none"> <li>1. Completes training on proper box assembly.</li> <li>2. Reviews assembly instructions.</li> <li>3. Receives incoming work orders and completes work as assigned.</li> <li>4. Works with Quality Control Manager to identify and implement process improvements.</li> </ol>	<p style="text-align: center;"><b>QUALITY CONTROL MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Distributes supplies received from the Supply Center.</li> <li>2. Reviews quality standards of products.</li> <li>3. Verifies finished order quantities match ordered units before delivery.</li> <li>4. Measures finished products to ensure box dimensions are correct.</li> <li>5. Conducts time tests of assembly line production and suggests process improvements for increased efficiency.</li> </ol>
<p style="text-align: center;"><b>SHIPPING MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Prepare finished orders for delivery.</li> <li>2. Calculate and prepare customer invoice.</li> <li>3. Send invoices to customers for completed orders.</li> <li>4. Deliver assembled boxes to customers.</li> <li>5. Sets up Point of Sale system.</li> <li>6. Works with CEO to determine product prices.</li> <li>7. Prepares sales area with product display.</li> <li>8. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>9. Takes precautions to avoid inventory loss.</li> <li>10. Works with CFO to reorder additional inventory, if needed.</li> <li>11. Assist Assembler(s), as necessary.</li> </ol>	