

Box Manufacturing

Business Overview



Welch Packaging

Local manufacturing business providing custom packaging solutions for all businesses.



CEO

1. Submits loan application.
2. Signs all business payroll checks.
3. Oversees business operations and makes business decisions.
4. Opens Utility Account.
5. Works with employees to determine pricing of products.
6. Signs Insurance Policy and Rental Agreement.
7. Completes the Business Improvement Plan.
8. Prepares and gives speech at the Opening Town Meeting, if time permits.

CFO

1. Places supply order.
2. Submits online request for business loan.
3. Inputs employee payroll information.
4. Processes business payroll.
5. Prepares direct deposit enrollment paperwork.
6. Completes Loan Promissory Note.
7. Makes business expense payments.
8. Makes business loan payments and tracks loan payoff progress.



ASSEMBLER

1. Completes training on proper box assembly.
2. Reviews assembly instructions.
3. Receives incoming work orders and completes work as assigned.
4. Works with Quality Control Manager to identify and implement process improvements.

QUALITY CONTROL MANAGER

1. Distributes supplies received from the Supply Center.
2. Reviews quality standards of products.
3. Verifies finished order quantities match ordered units before delivery.
4. Measures finished products to ensure box dimensions are correct.
5. Conducts time tests of assembly line production and suggests process improvements for increased efficiency.



SHIPPING MANAGER

1. Prepare finished orders for delivery.
2. Calculate and prepare customer invoice.
3. Send invoices to customers for completed orders.
4. Deliver assembled boxes to customers.
5. Sets up Point of Sale system.
6. Works with CEO to determine product prices.
7. Prepares sales area with product display.
8. Greets customers, assists them with sales, and processes payments for sale of products.
9. Takes precautions to avoid inventory loss.
10. Works with CFO to reorder additional inventory, if needed.
11. Assist Assembler(s), as necessary.