

## Quality/Technical Support

Studies and designs resources for carrying out quality checks at all stages of product manufacturing and production, based on the technical files. Makes sure that any non-compliance with standards and customer specifications is clearly identified, the causes are established and the corrective action is taken.

- [Product Quality Technician](#)

Helps the Quality Manager - Projects and Systems to coordinate the deployment and functioning of the Quality Management System.

- [Systems Quality Technician](#)

The QSE Representative is the main contact of the QSE department at its associated site.

- [QSE Representative](#)

The Quality Controller is the main contact of the Quality department at its associated site.

- [Quality Controller](#)

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## Financial Management

Responsible for book-keeping. Collects, coordinates and checks accounting data. Carries out closing operations and prepares tax returns. The accountant may manage customer/supplier or general accounts.

- [Accountant](#)

Helps to prepare monthly, quarterly and annual reports (data input and analysis in close cooperation with the management controllers). Manages, updates and monitors scoreboards and key figures. Helps management controllers to carry out ad hoc analyses.

- [Management Control Assistant](#)

## IT

Repairs, maintains and installs IT or office equipment (hardware, software, networks, etc.) in accordance with security rules and regulations.

- [IT Technician](#)
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## General Management

Drives management staff wherever they need to go, in the best possible safety conditions.

- [Management Chauffeur](#)

Responsible for:

- carrying out all tasks required of the management secretariat,
- managing incoming and outgoing calls,
- ensuring the confidentiality of all information

- [Management Assistant](#)
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# Support positions Managers



## Administrative Manager

Carries out the administrative management of the tasks under his/her responsibility.

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## Production Organisation Manager

Organises the production of processing activities and assigns tasks to make sure that customers receive their deliveries on time and at the best cost for the company (productivity and optimisation of materials).

# Support positions Experts



## HSE

Introduces the Hygiene, Security, Environment approach in his/her business area (analysis and information, awareness-raising, training, etc.), in connection with the various internal and external stakeholders.

- [HSE Leader](#)

Ensures compliance with the regulatory measures regarding the activities (training, authorisation, compliance of equipment), etc.

- [HSE Coordinator](#)
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## Quality Assurance Specialist

Coordinates and checks the implementation of the quality assurance policy and action plan.

Ensures compliance with the standards, requirements and regulations in force.

Conducts programmes/projects intended to improve the quality assurance system (organisation, systems, tools, processes, products and services).

- [HSE/Quality Coordinator](#)

Analyses the technical and economic appropriateness of the materials used. Researches, experiments, innovates and develops materials.

- [Materials Engineer](#)

## Industrial Management

Responsible for drawing up various investment plans to be implemented thanks to upstream studies. Seeks to evaluate and improve performance.

- [Costs Methods Manager](#)

Ensures that deliveries are well organised and carried out properly, in accordance with the set deadlines.

- [Transport Manager](#)
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## IT Expert

Develops and improves IT programs or adapts standards to the company's specific needs.

- [Programmer Analyst](#)
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## HR

Participates in and organises the employee skill development and training policy.

- [Training Officer](#)
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## Marketing/Communication

Helps the Marketing Manager to prepare the marketing plan. Monitors the ranges of products and services, designs, prepares and conducts marketing campaigns, special offers or image campaigns to increase brand awareness.

- [Marketing Communication Officer](#)

## Financial Management

Is responsible for the Group's cash flow. Establishes the cash flow forecasts.

- (Assistant) Treasurer

Audits the accounts and finances and the reliability of the accounting and financial information for the entire company.

- (Assistant) Financial Controller
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## Industrial Management

Develops the industrial and HSE strategy and defines the operating performance required to meet the set objectives and contribute to its development.

- [Industrial Director/Operations Manager](#)
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## Quality

Responsible for dealing with issues related to the QSE Management systems. Has the responsibility and power to ensure that customer requirements are taken into account.

- [\(Assistant\) Quality Manager - Projects and Management Systems](#)

Responsible for product quality. Defines the quality management policy, optimises and improves it by introducing methods and procedures.

- [Product Quality and Technical Manager](#)

Has the organisational independence, power and responsibility to resolve issues related to the QSE Management systems and to maintain product compliance or to stop on-site development, production, delivery and support activities if critical requirements are not met.

- [Quality Director - Products and Systems](#)
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## Purchasing/Supply Chain/General Services

Provides comprehensive support to the company to ensure optimum operation of its equipment, premises, vehicles, etc.

- [General Services Manager](#)

# Support positions Executives/Managers



Responsible for managing stocks and their flows with a view to meeting deadlines, reducing costs, optimising storage times and anticipating potential problems from the purchase of goods from suppliers to their distribution.

- [Supply Chain Manager or Coordinator](#)

Organises and manages the purchasing/procurement policy of the company or his/her division. Ensures in particular that stocks are adapted to the company's needs, according to market requirements. Organises his/her department to achieve the following objectives: negotiating conditions with suppliers, optimum stock management, just-in-time supply.

- [Purchasing/Procurement Manager](#)

Defines and implements the company's purchasing policy in cooperation with general management. Ensures fulfilment of qualitative, quantitative, organisation and financial objectives in terms of product procurement.

- [\(Assistant\) Purchasing Director](#)

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## Financial Management

Sets up the tools required to submit a precise cost analysis of the various activities to management.

- [Management Controller](#)

Guarantees the reliability of the corporate accounts in compliance with French GAAP standards and those chosen by the Group. Leads and manages the teams of accountants. Sets up the tools required to submit a precise cost analysis of the various activities to management.

- [\(Assistant\) Accounting Director](#)

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## IT

Takes care of organising, monitoring and implementing all of the company's system and IT infrastructure. Sets up the tools required to submit a precise cost analysis of the various activities to management.

- [Development/Operation IT Manager](#)



# Support positions Executives/Managers



Defines and implements the IT policy in line with the company's general strategy and performance objectives. Ensures the continuity of the IT service provided to users and anticipates job changes and their impact on the IT system.

- [Information Systems Director](#)
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## HR

Plans, coordinates, triggers and checks, on a monthly basis, all payroll and associated elements within the scope of salary regulations.

- [Payroll Manager](#)

Defines and implements the HR policy in line with the company's general strategy and performance objectives. Responsible for the company's recruitment policy, human relations and social management.

- [HR Manager](#)
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## Marketing

Responsible for creating and implementing the company's marketing and communication initiatives. Constantly seeking to enhance visibility and adopt innovations so that the company can benefit from a top-quality brand image.

- [Marketing Manager](#)
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