



Zerem Electrical Services Ltd.

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Role	Responsibilities	Authorities
CFO	Managing a company's financial actions, tracking cash flow, and providing strategic financial planning. They act as the CEO's strategic "co-pilot," analyzing the business's data to ensure the company stays on a profitable, sustainable trajectory. Overseeing accounting operations, managing financial reporting, ensuring compliance with regulations, and maintaining internal controls. They supervise the accounting team and ensure accurate, timely financial statements.	Approve financial budgets, expenditures within delegated limits, financial policies, and strategic financial decisions. Approve accounting transactions, financial reports, reconciliations, and internal control measures.
CO-OP Student	Supporting with project work, gaining hands-on experience in their field of study, and contributing to team objectives. They learn practical skills while assisting with day-to-day operations and special assignments.	Perform assigned tasks under supervision; no approval authority.
Delivery Driver	Transporting materials, equipment, and supplies to job sites and customers safely and on time. They monitor vehicle condition, ensure proper documentation, and provide excellent customer service during deliveries.	Verify and sign delivery documentation; report vehicle and delivery issues.
Electrical Apprentice	Learning the electrical trade under supervision of journeymen and site supervisor, installing and maintaining electrical systems, and developing technical skills. They assist with wiring, troubleshooting, and ensure work meets code requirements.	Perform electrical work under direct supervision of a Journeyman or Foreman; stop work if unsafe conditions exist.
Electrical Journeyman	Installing, maintaining, and repairing electrical systems independently, ensuring work complies with electrical codes and safety standards. They mentor apprentices, troubleshoot complex issues, and complete projects efficiently.	Direct apprentices, perform and verify electrical installations, stop work for safety or quality concerns.
Estimator	Analyzing project specifications, calculating material and labor costs, and preparing competitive bids for electrical projects, including sub-contractors bids. They assess project risks, collaborate with vendors, and provide accurate cost projections to support business decisions.	Prepare and submit estimates for review; request quotations from suppliers and subcontractors.
Finance	Managing financial transactions, preparing budgets, analyzing financial data, and supporting strategic planning. They ensure accurate bookkeeping, monitor cash flow, and provide financial insights to support organizational goals.	Process financial transactions and prepare reports within established procedures.
Foreman	Supervising electrical crews on job sites, coordinating daily work activities, and ensuring projects meet quality, safety, and timeline requirements. They manage resources, communicate with stakeholders, and resolve on-site challenges.	Assign daily work, direct crews, conduct inspections, stop unsafe work, and request corrective actions on site.
HR Team	Managing recruitment, employee relations, benefits administration, and ensuring compliance with employment policies. They support organizational culture, handle performance management, and develop policies that support employee engagement and retention.	Administer hiring processes, employee records, training, disciplinary processes, and policy implementation.
IT Manager	Overseeing technology infrastructure, managing IT systems and networks, and ensuring data security and system reliability. They support users, implement technology solutions, and align IT strategy with business objectives.	Approve IT access, software installations, system changes, and cybersecurity controls.
Project Manager	Leading and coordinating electrical construction projects, managing field teams, schedules, budgets, procurement, safety, quality, and client expectations to ensure projects are completed on time, within scope, and in compliance with electrical codes and company standards.	Allocate manpower and materials, assign responsibilities, coordinate subcontractors and vendors, review drawings and submittals, manage RFIs and change orders, track project costs and schedules, approve project activities, and implement corrective actions when needed
Office Administrator	Managing office operations and supporting administrative functions. They maintain office supplies, assist with documentation, and ensure smooth daily operations.	Maintain records, coordinate documentation, and control administrative processes.
Operations Manager	Overseeing daily operations, optimizing processes, managing resources, and ensuring efficient project delivery. They coordinate between departments, implement improvements, and drive operational performance to meet business objectives.	Allocate operational resources, implement process improvements, approve operational schedules, and stop work for safety concerns.
Owner	Setting strategic direction, making key business decisions, and ensuring long-term company success and growth. They oversee all aspects of the business, build stakeholder relationships, and drive the company vision and values.	Final approval authority for strategic, financial, legal, and operational decisions.
Payroll	Processing employee payroll accurately and on time, maintaining payroll records, and ensuring compliance with tax regulations. They handle deductions, benefits administration, and resolve payroll-related inquiries.	Process payroll, maintain payroll records, and ensure compliance with payroll regulations.
Pre-Apprentice	Learning basic electrical concepts and trade fundamentals, assisting skilled workers, and preparing for formal apprenticeship. They develop foundational skills, maintain tools and materials, and demonstrate commitment to the electrical trade.	Perform assigned tasks under supervision; no approval authority.
Project Coordinator	Supporting project managers by tracking schedules, coordinating resources, managing documentation, and facilitating communication between stakeholders. They ensure project milestones are met and administrative tasks are completed efficiently.	Coordinate project documentation, schedules, and communications; escalate issues to Project Manager.
CFTR / QHSE Officer	The QA/QC and CFTR Coordinator drives compliance with ISO 9001, ISO 45001, and ISO 14001 standards by conducting site audits, risk assessments, and tracking safety and environmental logs. The role manages final project closeout documentation, verifying material certifications and final inspection reports to ensure all structural and safety requirements are met before handover. Additionally, it focuses on coordinating closely with site engineers to resolve non conformance issues and maintain strict adherence to corporate protocols, Act as a liaison between the organization and certification bodies or regulatory agencies, Communicating Policy Among External & Internal Parties Responsible For Conducting Internal Audits & Standard Related Traning	Conduct audits and inspections, issue NCRs, recommend corrective actions, verify corrective action completion, stop work for quality concerns, and approve quality records and project closeout documentation.
IMS Management team	Oversee the implementation, maintenance, and continual improvement of Quality, Environmental, and Occupational Health and Safety Management Systems (aligned with ISO 9001, 14001, and 45001). Establish and communicate strategic objectives related to construction, infrastructure development, and sustainable practices. Ensure adequate resources are allocated to meet the objectives of the management systems. Review and approve policies, procedures, and objectives for compliance with ISO standards and client requirements. Management reviews and ensure effective communication of results to stakeholders. Promote a culture of sustainability, energy efficiency, and safety across all operations.	Authority to make decisions related to quality, environmental, and safety policies, objectives, and resources. Authority to approve or reject initiatives based on compliance with ISO standards and organizational objectives. Authority to enforce corrective and preventive actions across all departments.