**To:** Mercury International Ltd Board of Directors

**From:**

**CC:**

**Date:** November 15, 2010

**Re:** Decisions about Organizational Structure

# **New Organizational Structure**

This is a proposal for Mercury's Human Resource Department hiring program. The human resource department is vital in developing an organization in order for it to grow and succeed. Most companies mainly focus on improving employee performance. All companies face two major challenges they are operating efficiently and effectively. In reaching part of the company’s mission and goals all businesses must recruit. The size of the company doesn't matter an organizations recruitment process only expands the talent pool within that organization. With the new hiring packet, each new employee will receive a proper job analysis for their position so that each employee has a full understanding of what the job consists of. We will also discuss an effective selection process, employee benefits and new employee training and orientation.

Re-Organizational Structure

Mercury competitive job market, hiring the most qualified employees is very important to how successful a business may become. In recruiting and selecting the right employee can be very complex for any business as well as its integration which can lead to a successful outcome. The task of selecting the right employee for the right job is very complex for the human resource department as well as management. Following the proper selection and training tools will significantly reduce the how many unqualified applicants, making it easier to single out the best candidates.

Action Plan

[1] Line employees will have direct input into production improvements

The company proposes to implement the following for improving production of the company.

* Finance and Technology
* Management of cash system and Financial Reporting
* Department-wise application and technology
* Improvement of standards in customer service
* Health and safety in work place.
* Management and conservation of utilities.

The above improvements include payroll system, financial management, cabling of systems, machines, electrical wiring in production department, work place safety standards, viz., hand gloves, helmets, apparel for protection, foot protection, eye protection, respiratory protection and hearing protection tools while working in production department. To handle and manage work at production department, sufficient training and knowledge about work place safety is provided while handling hazardous chemicals, or gases according to the rules of (EH&S) 29CFR 1910.132. Set up strategic manufacturing systems would further envisage production of the company.

[2] New technologies will be integrated to improve our ability to meet production time objectives.

With the advent of globalization, there are greater prospects for advancement of technology as it paves the way for innovation of new technologies in footwear market. E.g microshoe which gives better production and less waste. There is demand for every quality product which offers affordable cost, quality and service as a threefold benefit to the consumer. B2B and B2C market wide and extensive especially personal accessories all over the world. Also with the increase global warming and environment pollution caused by industrial sector and automobiles, there is increasing awareness for human health, care and safety in several aspects. SATRA company presently manufacturing machines of footwear which include modern cutting, CAD/CAM and long lasting with modular manufacturing machines.

[3] A new communication system is in place to open up line of direct communication across organization

Integrated micro-optical systems (IMOS) which can be used in telecommunications, data storage [CDs, DVDs, floppies] to facilitate fast communication and to enable quick flow of information. This digital communication system benefits in lowering of costs, component size while minimizing labor would prove to be effective for communication as well as delivery system. Apart from these data storage devices, the following information systems have to be set up:

* Management Information Systems
* Decision Support System
* Decision sciences and engineering systems
* Supply chain management system
* Time management system
* Event management system
* Inventory control system
* Customer Relation Management System
* Manufacturing and Production control system

[4] A cross functional team has been established to identify and communication improvement opportunities.

Cross functional team enables transparency in communication, easy data and information flow and prompt attention to the work atmosphere. [e.g. musicians] Teamwork is more efficient in industrial sector as compared to individual achievements as the prime most objectives of the company are achieved. Setting up of LAN, WAN and arrangement of committees, team workshops, group discussion would further develop training of team resulting in knowledgeable team which delivers quality work.

**New Region (Geography) Organizational Structure**

**New Business Function Organizational Structure**

**New Production Line Organizational Structure**

Line 1. Trail Step. , Line 2. Low Tops & Line 4. High Tops

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