



Job Description

Job Title/ Position: Production Manager	Department: Production
Reporting To: Managing Director	Financial Capabilities: N/A
Job Code: QGMD/PRM0010	Application Deadline: 30 November 2022

Summary/Objective:

To control functions with the plan including master scheduling, leads the machine maintenance, inventory planning and control, and provide focus and direction on continuous improvement in safety, quality, cost reduction and inventory position.

Job Duties and Responsibilities:

- Ensure that all production orders are produced and delivered on time according to planned production schedule guided by the sales forecast
- Prepare capital request and feasibility study for expansion, equipment, mold or machine
- Ensure that all raw materials will be received from warehouse on time according to work orders or production needs
- Achieve the strategic plan through the production personnel while monitoring overall performance of employees' behavior in executing respective role in the plan
- Oversee all maintenance activities in the plant
- Provide output reports with regards to the manufacturing cycle planning reports, efficiency, process waste measures, order released, changes in planned orders, performance control, inventory records, and monthly exception reports
- Oversee and manage the Planning Division for the entire manufacturing stages, including human resources requirements, production planning considering working schedules, and raw materials requirements
- Manage and oversee all maintenance contracts (e.g., chillers, compressors, etc.)
- Manage and oversee all spare parts requisition in the plant
- Ensure the consistent and continuous implementation of the ISO and CE standard formatting in all production areas
- Ensure that all clean room machines are operational under a controlled environment and responsible in full implementation of the GMP
- Directly and positively influence the entire organization with production uniformity for the manufactured items through high degree of standardization
- Monitor the inflow of raw materials as well as finished goods for dispatch
- Efficiently supervise and plan for the machines' productivity in accordance with the approved monthly production plan
- Ensure that production waste materials are properly handled
- Prepare and modify the operating procedures for improvement
- Monitor and improve the overall performance of the Production Department as a whole

Education/ Qualifications and Experience:

- Master or BS Degree in Electromechanical, Industrial, Mechanical Engineering, and/or related field.

Supervisory Responsibility

- Yes



Competencies:

- Proven working experience as a warehouse worker and good communication skills in English.
- Familiarity with modern warehousing practices and methods, and material management skills.
- Good organizational and time management skills
- Desire to work as a team with a result driven approach.
- Adaptable, well understandable, and self-organized.

Technical & Industrial Skills:

- Knowledge in process improvement, concepts, and methods, along with the flexibility and adaptability to accept, support and deploy new processes in a changing business environment
- Develop relationship built on trust and integrity among the team members
- Effective communication (written and verbal), leadership and technical skills
- Strong inter-personal skills, and the ability to understand information as presented
- Skilled in conflict resolution, including the ability to address difference in opinion, and development of the most appropriate method to reach an effective solution
- Ability to plan, organize, and prioritize time and workload, and perform proper delegation if needed to accomplish tasks and meet deadlines
- Ability to effectively coach and foster staff growth and development
- Ability to negotiate and collaborate with others to arrive at a conclusion using compromise, persuasion, rationale and diplomacy

To be filled once employee joins

Employee Name:
Employee Number:

Signature: