

PRODUCTION SUPERVISOR (PACKAGING)

Responsibilities

- Liaising with Chief Production Officer regarding operational matters;
- overseeing the production process (production scheduling & employee rosters);
- ensuring that the production is cost effective;
- deciding what resources are required;
- drafting a timescale for jobs;
- estimating costs and setting the quality standards;
- monitoring the production processes and adjusting schedules as needed;
- responsible for selection and maintenance of equipment;
- monitoring product standards and implementing quality-control programmes;
- liaising between departments, e.g. warehousing, procurement, HR, management, etc;
- working with managers to implement Company policies and goals;
- ensuring that health and safety guidelines are followed;
- supervising and motivating production teams on the production floor;
- reviewing worker performance;
- identifying training needs.

The Production Supervisor will be involved in the pre-production (planning) stage as well as the production (control and supervision) stage. A large part of the job is dealing with people management, managing and organising a busy and culturally diverse packaging team. The role may involve shift work and unsocial hours to ensure there is cover throughout the production process. Extended hours may be required to meet deadlines or to introduce new systems. Weekend or public holiday work may be required to manage scheduling and deadlines.

Salary

Salary will be commensurate with experience and formal qualifications.

Qualifications

Relevant tertiary qualifications and/or relevant employment experience in a fast-paced manufacturing environment, with strong supervisory/team leader experience.

Skills

- planning and organisation skills to run and monitor the production process;
- the ability to act decisively and solve staff or equipment-related problems;
- the capacity to grasp concepts easily;
- ICT literacy to deal with various technologies and programmes;
- attention to detail to ensure high levels of quality;
- the ability to communicate clearly and persuasively with your team, managers and clients;
- strong negotiation skills for getting materials within budget and at the right time;
- the ability to work under pressure and motivate others to meet tight deadlines;
- the ability to work in a logical, systematic manner.

Candidates must be permanent residents.

Current CV and cover letter should be sent to: careers@vitexpharma.com

Only short-listed candidates will be contacted for an interview.

No agencies please.

Applications close by COB Thursday 29th March 2018