

PRODUCTION SUPERVISOR

General Duties

- Handling the regular production activities in the shift and supervising other employees working on the production lines.
- carrying out tool changeover on the production lines as and when required.
- Propose productivity, quality, continuous process improvements, and manage line trials, job changes and product quality.
- Supervising the startup and shutdowns of the production lines.
- Coordinating preventive maintenance and break down maintenance programs with the maintenance team.
- Review documents such as production schedules and monitor work processes with respect to accuracy and conformance to standards and specifications.
- Revise production schedules when required due to design changes, labor or material shortages, machine breakdowns, backlogs, or other interruptions, collaborating with management.

Knowledge & Skills Required

Learning strategies - selecting and using training/ instructional methods and procedures appropriate for the situation when learning or teaching new things.

Organizing, planning and prioritizing work - developing specific goals and plans to prioritize, organize, and accomplish the work.

Maintain GMP's and production floor cleanliness.

Communication Skills - providing information to supervisors, coworkers, and subordinates by telephone, in written form, email or in person.