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TITLE: SENIOR MANAGER (PROD & TECH)	PAGE NO	Page 1 of 1

POSITION : SENIOR MANAGER (PROD & TECH)
REPORTS TO : MANAGING DIRECTOR
SUPERVISES : PRODUCTION MANAGER, R&D EXECUTIVE & LAB TECHNICIAN

RESPONSIBILITIES:

1. Plan, organise, direct and run optimum day-to-day operations.
2. Increase production output, capacity and flexibility while minimising unnecessary costs and maintaining current quality standards
3. Be responsible for production output, product quality and on-time delivery.
4. Allocate resources effectively and fully utilise assets to produce optimal results.
5. Monitor operations and carry out corrective actions.
6. Recruit, manage and develop plant staff.
7. Collect and analyse data to reduce waste and downtime.
8. Commit to plant safety procedures.
9. Develop systems and processes that track and optimise productivity standards, and performance targets.
10. Address employees' issues or grievances.
11. Assure the reliability and consistency of production by checking processes and final output.
12. Appraise customers' requirements and make sure they are satisfied.
13. Oversee all product development procedures to identify deviations from quality standards.
14. Solicit feedback from customers to assess whether their requirements are met. Provide tech resources effectively and fully utilise assets nical and advisory support to customers.
15. Be on the lookout for opportunities for improvement and develop new efficient procedures.
16. Carry out research and development work for current and new products.
17. Carry out any other duties as directed by management.

AUTHORITIES:

1. Allocate resources effectively and fully utilise assets to produce optimal results.
2. Recruit, manage and develop plant staff.
3. Acceptance of raw material that do not meet spec based on judgement.

QUALIFICATION AND EXPERIENCE:

1. Possess strong business acumen with dynamic management skills and hands-on people management abilities. Excellent communication skills and leadership qualities are vital.

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