POSITION : OPERATION MANAGER

REPORT TO : MANAGING DIRECTOR

SUPERVISES : PRODUCTION MANAGER AND MATERIAL PLANNER

RESPONSIBILITY AND AUTHORITY:

1. Responsible for overall quality and environmental management system in production, material and manpower requirements, and plant maintenance to meet the company quality and environmental objectives.

2. Responsible for productivity rate.

3. Responsible for capacity planning.

4. Develop quality, productivity, cost-saving and wastage reduction improvement strategies.

5. To support sales and marketing objectives by satisfying customer requirements through process performance and product conformity improvement.

MASTER DOCUMENT

	Originator (Superior)	Review By (Immediate Superior)	Approved By (MD/Exe.Dir Admin&Finance
Name	Ivor Wee	Calvin Teoh	Calvin Teoh
Signature			
Date	01-Jan-17	01-Jan-17	01-Jan-17

POSITION : OPERATION MANAGER

REPORT TO : MANAGING DIRECTOR

SUPERVISES : PRODUCTION MANAGER AND MATERIAL PLANNER

RESPONSIBILITY AND AUTHORITY :

6. To conduct weekly production meeting.
7. To direct, control, supervise and motivate all production staff.
8. Responsible for the maintenance of machinery, equipments and facilities within the plant.
9. Management Representative for internal and external audit of SMETA, ECOVADIS, ISO 9001, ISO 14001, ISO 45001, GMP, HACCP ,FSC and customer audits.

MASTER DOCUMENT