



Job responsibilities

- Oversee daily production activities, manage materials control, and minimize waste.
- Plan and organize the optimal utilization of machines, materials, and manpower.
- To optimize manpower utilization and ensure and monitor operators for full adherence to SOP.
- Supervise a team of operators, planning to achieve production target.
- Manage and responsible for the operator discipline, training and attendance.
- Align and coordinate with other product/line to ensure smooth operation.
- Plan and schedule manpower requirements for assigned working hour.
- Calculate manpower requirements based on standard time to meet production schedules.
- Plan and organize the best utilization of machine, materials and manpower of the company.
- Take inventory and exercise control on labors and materials usage in Production to meet schedules.
- Examine the existing, propose ways of doing work, and apply a more effective and easier method in production.
- Ensure proper administration of quality control procedures on the production line.
- Constantly monitor and measure the actual quality performance, compare it with established standard and act on the difference.
- Improve operators working attitude, cultivate quality consciousness to achieve the expected quality standard.
- To report machine or tester breakdown and liaise with maintenance and test group on repair status.
- Liaise with HR Department any changes for payroll operator, working hour transport.
- Investigate rejects or complaints of materials and take remedial action analytically with quality and Engineering departments.
- Prepare work area and arrange right tooling for the right job.
- Train operators in proper handling of machines / equipment and explain their functions, uses and safety measures to observe.
- Maintain smooth functioning of all activities in the section under own supervision.
- Responsible to ensure line-leaders and operators perform their duties and activities properly.
- Responsible for training and development of operators and upgrading their skills to achieve higher productivity.
- Review and appraise operators' performance and reprimand them if performance is below satisfactory level.
- Responsible to do daily 5S activity in production line and maintain high standard of production housekeeping.
- Enforce discipline to see that rules and regulations of the company are not violated.
- Maintain and keep daily Production records.
- Ensure safe working methods are adopted at all times and caution operators against unsafe acts.
- Immediately act and response for any minor accidents before report to Safety Officer.
- First aider to Night Shift for minor injury.
- Attend to the general welfare of the operators.
- Perform additional duties as assigned by the Production Manager and Production Section Head.
- Participate in continuous improvement (Kaizen) activities.

Job requirements

- Degree in Manufacturing with 1 year of experience in a similar environment.
- Diploma in Manufacturing with 3 years of experience in a similar environment.
- SPM with a minimum of 5 years of experience in a similar environment.
- Ability to work in a rolling shift.

Contact

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