



Job responsibilities

- Co-ordinate with the supervisor of all the shifts and section.
- Examine the existing proposed ways of doing work and apply a more effective method in production.
- Use work measurement techniques like Time Study, work sampling to establish standard time.
- Use standard time as a base for incentive scheme, reviews and up-date it periodically if necessary.
- 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 expected quality standard.
- Investigate rejects or complaints of materials and take remedial action analytically with Engineering and Quality Assurance.
- Prepare work area and arrange right tooling for the right job.
- Proper set-up of equipment or machinery to ensure that the right job done meets products specification and quality standard.
- Train operator in proper handling of machines and equipment and explain their functions uses and safety measures to observe.
- Liaise with Maintenance when tools, equipment and machinery need repair or maintenance by checking periodically.
- Maintain smooth functioning of all activities in the department under own supervision.
- Responsible for ensuring that supervisors, line-leaders and operators perform their duties and activities properly.
- Responsible for training and development of operators and upgrade their skills to achieve higher productivity.
- Review and appraise operators' performance and reprimand them if performance is below satisfactory level.
- Maintain high standard of Production Housekeeping.
- Enforce discipline to see that the rules and regulations of the company are not violated.
- Maintain and keep daily Production record.
- Ensure that safe working methods are always adopted and caution operators against unsafe act.
- Attend to the general welfare of the operators.
- Perform other duties as assigned by the Section Head , SMT.

Job requirements

- Degree in Manufacturing with 4 year working experience in similar environment.
- Diploma in Manufacturing with 6 years working experience in similar environment.

Contact

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