



CAREER OPPORTUNITY / INTERNAL VACANCY

Job Title	: Plant Manager
Division	: Manufacturing Operations
Department	: Converting
Employment Type	: Permanent Monthly paid position
PURPOSE OF THIS POSITION	
<p>Overall responsibility is assumed for all employees and resources such as plant and equipment required for the manufacturing of all converted/finished products to the set quality standards as established from time to time. Functions to be executed in accordance with a recognized Quality Management System which will be the core for normal daily tasks. The Converting Plant Manager is required to be available during and after working hours as and when the situation calls for it. This person will be firm yet fair and consistent in the decisions made daily whether it is directly linked to the people or the infrastructure. Production Planning and Strategic Planning is a vital part of the day to day functions. Factory outputs, product quality, health and safety and housekeeping are non-negotiable key objectives.</p> <p>Overall Production Planning Activities:</p> <ul style="list-style-type: none"> • Responsible for the planning of all finished products in the converting factories and ink factory to meet customer requirements. • Responsible for ensuring the correctness and achievability of the plan in conjunction with the planning department. • Monitor and update demonstrated rates and BOM's on a quarterly basis. • Close liaison with planning to optimise production schedules. • Maintaining stock levels of all consumables and raw materials. These stocks to be held in the most cost effective manner possible. 	





People Management Tasks:

- People Management tasks & activities:
 - Continuous supervisor training and mentoring activities.
 - Conducting performance appraisals on all subordinates.
- Ensuring a disciplined workforce is maintained / resolving disciplinary issues according to Company Policies
- Setting the tone for morale and exemplifying the companies.
- Showing seasoned leadership capabilities.
- Developing a coaching and mentoring environment.

Production Management Tasks:

- Ensuring all finished products adhere to required standards.
- Developing and employing applicable corrective actions if product deviations occur.
- Drive outputs using OEE measures to develop improvement plans.
- Ensure accurate record keeping.
- Develop processes and procedures to ensure consistent production.
- Initiate cost improvement projects on the basis of continuous improvement.
- Ensure relevant production reports with respect to OEE, costs, utility consumption, consumable usage and staffing are available on a monthly basis.

Risk Management Compliance Activities:

- The identification of potential risks and issues within the factory that could cause financial or operational damage to the company.
- Be on standby in case of an emergency.
- Ensure the adherence to the Occupational Health and Safety Management system as per OSHACT 85 of 1995.
- Effective participation in the company's Health and Safety program.



- Ensuring that all legislative as well as company driven standards are maintained at all times.

Factory maintenance Activities:

- Ensuring housekeeping activities of the converting factories and Ink Factory comply with and remain at high standards at all times.
- To be continuously planning preventative maintenance that is aligned to production planning while being subject to the routine schedules received from the maintenance department.
- Management of Scheduled and preventative maintenance for the plant and equipment in close liaison with the Maintenance department.
- Optimisation of line up-time.

Process Optimization and Continuous Improvement Activities:

- Responsible for factory processes and product flow improvements
- Ensuring productivity optimization using sound quality management systems
- Responsible for the continuous reduction of scrap and waste and improving production efficiencies
- Initiate cost reduction programmes.
- Optimise consumable life, specifically with respect to blades and other expensive replacement parts.

EDUCATIONAL REQUIREMENTS

- Minimum of 5 years related management experience. Previous converting plant exposure and experience would be advantageous.
- Minimum Qualification: Degree in Management / Production / Engineering
- **Ideal Qualification:** A combination of Production and Engineering Management Degrees with several years' experience in a Tissue Converting Factory.



REQUIREMENTS – KNOWLEDGE, SKILLS AND ABILITIES

- Should have experience in the FMCG industry working with high speed production lines
- Have excellent knowledge of Occupational Health and Safety compliance.
- Computer Literacy is vital for the successful execution of duties.
- The ability to strategically plan short, medium and long term production tasks aligned to the overall business intent.
- Must have entrepreneurial capabilities – striving to continuously improve processes/methods and find new ways/best practices aligned to his scope of responsibility.
- Must be able to motivate and discipline subordinates according to the Code of Conduct thereby maintaining consistency.
- Must have the ability to resolve conflict / problems in an amicable manner.
- To be an influential leader with the ability to lead by example and to motivate subordinates. Must be reliable in terms of honesty and trustworthiness.
- Ability to take full responsibility and accountability as per his / her scope of work.
- Must be a systematic person with strong analytical abilities.
- Must be a diligent person with a high regard of mutual respect.
- Sound knowledge and understanding of diversity aspects related to a multi-cultural workforce.
- Must be a highly goal orientated and conscientious individual who takes pride in his / her work.
- Must be comfortable with being the front line of contact in a 24hr operation.
- Must have good communication skills and be proficient in English.
- Must be able to respect and uphold the company's interests and objectives.
- Must have knowledge of converting manufacturing.
- FMCG knowledge would be advantageous.
- ERP knowledge is essential as well as understanding the rudiments of Supply Chain.

ADDITIONAL INFORMATION

- Ideally out of Tissue Converting
- Other industries: engineering / FMCG