

## CAREER OPPORTUNITY

<b>JOB TITLE</b>	<b>Machine Lead</b>
<b>COMPANY</b>	<b>UPP</b>
<b>DEPARTMENT</b>	<b>Roll Factory</b>
<b>PURPOSE OF THIS POSITION</b>	
<p>The Machine Lead position is for a driven, goal-orientated person that can deliver on production requirements whilst maintaining an encouraging work environment. The incumbent must have strong technical and operational skills and have a foundation in production management. It is important that the production Machine Lead possesses the capacity to continuously handle and deliver on multiple work requirements. The ability for continuous learning and improvement is essential and the incumbent must be able to work effectively independently and as part of the team. The production Machine Lead must have excellent computer and writing skills and should be able to compile concise and accurate reports for all conducted work.</p>	
<b>JOB TASKS AND RESPONSIBILITIES</b>	
<p><b>Manufacturing</b></p> <ul style="list-style-type: none"> <li>- Manage and control Roll Factory production requirements according to stock level targets and demand.</li> <li>- Manage and maintain quality of manufactured products according to required specifications.</li> <li>- Ensure production requirements are delivered in the required time frame</li> <li>- Plan procurement of all raw materials.</li> <li>- Oversee the evaluation of all new products and applicable raw materials</li> <li>- Responsible to assist with machine job changes</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>- Delegate and monitor production requirements accordingly to subordinate staff.</li> <li>- Supervise and monitor factory staff work attendance.</li> <li>- Have daily communication with all factory staff to ensure timeous job completion.</li> <li>- Encourage positive moral and wellbeing of staff.</li> <li>- Conduct performance appraisals on all subordinates</li> <li>- Ensure a disciplined workforce is maintained / resolve disciplinary issues according to Company Policies.</li> </ul>	

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- Develop and implement functional training programs to expand the capacity and capability of all personnel.

### **Plant Upkeep**

- Ensure upkeep of all plant equipment and apparatus.
- Responsible for maintaining overall housekeeping of Roll factory areas.
- Responsible to assist maintenance team with machine changes.

### **Stock Management**

- Manage and strictly control stock levels of raw materials.
- Supervise and conduct weekly and monthly stock count sessions.
- Maintain accurate, real-time stock level documents.
- Storage areas to be clearly demarcated and materials neatly stored and maintained.
- Co-ordinate stock take and manage raw material stock.

### **Project Management**

- Responsible for the planning and coordination of new projects.
- Oversee inquiry and research in terms of new equipment and methodologies

### **Health & Safety**

- Carry out safety awareness for all plant equipment.
- Obtain safety and MSDS documents and must be made communicated and available to relevant personnel.
- Put required measures in place to ensure 100% safety is maintained.
- Responsible for good housekeeping and a safe working environment in the serviette factory.
- Flammable and dangerous materials to be safely stored as per OHSA stipulations.
- Ensuring that all H&S related documentation is completed.

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### EDUCATIONAL REQUIREMENTS

- A minimum of between 3-5 years related experienced in a production and supervisory environment.
- Qualification in production management

### REQUIREMENTS - EXPERIENCE

- Have sound knowledge and experience of production principles.
- Demonstrated leadership and interpersonal skills.
- Experience supervising a team of at least 15 subordinates.
- Knowledge of manufacturing printed tissue products.
- Effective problem-solving skills at a plant level.
- Ability to be hands-on with mechanical equipment.
- Conversant with relative legislation regarding Health and Safety requirements.
- Good knowledge of environmental requirements.
- Computer literacy: Advanced MS Office essential; MS Project and SAGE beneficial.

### APPLICATION FOR THIS POSITION

- Submit your CV to Shamiek Narrandes at [snarrandes@upap.co.za](mailto:snarrandes@upap.co.za)
- **Proof of qualifications must accompany the application.**