



CAREER OPPORTUNITY

JOB TITLE	Operations Executive
COMPANY	UPP
DEPARTMENT	Operations
PURPOSE OF THIS POSITION	
<p>Overall responsibility is assumed for all employees, resources, plant and equipment required for the manufacturing and converting of paper products to the set quality and cost standards. This includes taking full responsibility for the Paper Factory, Serviette Factory, Roll Factory, Ink Factory and Maintenance & Quality Departments. 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. This position is seen as also being a key player in maintenance processes for our electrical, mechanical, control, instrumentation, automation, fabrication, and facilities. The incumbent must be able to structure preventative maintenance activities to ensure optimum life cycle costing for the assets under their care as well as develop upgrade plans, capital expenditure requirements and inventory policies. The incumbent would also be expected to trouble shoot and fault find during breakdowns and offer solutions with respect to required engineering inputs.</p>	
JOB TASKS AND RESPONSIBILITIES	
<p>Overall Production Planning Activities</p> <ul style="list-style-type: none"> - Responsible for the planning and production of all finished products in the paper and converting factories to meet customer requirements. - Responsible for the planning and delivery of all raw material and end products for the Factories. - Controlling stock levels of all consumables, spare parts, and raw materials. These stocks to be held in the most cost-effective manner possible. - Responsible for achieving set out objectives, KPI's, projects and initiatives for operations and maintenance. <p>People Management</p> <ul style="list-style-type: none"> - Continuous training and mentoring activities for employees in operations and maintenance. - Conducting performance appraisals on C band and above. 	



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- Ensuring a disciplined workforce is maintained / resolving disciplinary issues according to Company Policies.

Productivity and Quality

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

Maintenance

- To monitor and set departmental downtime objectives.
- To implement scheduled maintenance routines.
- To improve the planned vs unplanned downtime ratio.
- To reduce the amount of rework.
- To optimize artisan utilization.
- To ensure the availability of necessary spares.
- Set up best practices for the maintenance department.
- Develop upgrade and corrective paths where necessary.
- Assist production processes by optimising the assets at hand and utilising them to their maximum.

Health & Safety

- To comply in all respects with government legislation regarding all installations.
- To assume the GMR2 (General Machinery Regulation) responsibility within the operation.
- To ensure relevant procedures are drawn up, implemented, and maintained.
- To actively participate in the operations safety programme.



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- To ensure a zero-injury rate is achieved.
- 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 OHS ACT 85 of 1995.

Projects

- To identify, initiate and implement projects within the operations and maintenance departments.
- To project manage any upgrades or new installations

EDUCATIONAL REQUIREMENTS

- Minimum: B.Eng/BSc Degree (Mechanical or Electrical) & GCC Factories (Government Certificate of Competency).
- A minimum of 10 years related experience within a paper, converting/maintenance department in a process industry with experience in the paper industry preferred.
- Should have experience in the tissue manufacturing and converting industry working on a high-speed tissue machine and converting equipment, although other paper industry knowledge will be considered.

REQUIREMENTS - EXPERIENCE

- Have sufficient 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.
- Ability to take full responsibility and accountability as per his / her scope of work.



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- 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 have good communication skills and be proficient in English.
- Must be able to respect and uphold the company's interests and objectives.
- Have a sound technical and multidisciplinary knowledge of the plant and process.
- Exhibit exceptional troubleshooting, fault finding and problem-solving skills.

APPLICATION FOR THIS POSITION

- Submit your CV to Sharon Winter at swinter@upap.co.za
- **Proof of qualifications must accompany the application.**