

JOB TITLE	Junior Factory Manager
COMPANY	Universal Paper & Plastics
DEPARTMENT	Roll Factory
PURPOSE OF THIS POSITION	
<p>The incumbent will be responsible for overseeing all daily operational activities within the Roll Factory. He/she must be confident and fully capable to handle any situation within the factory that pertains to quality, personnel management, safety, record keeping, housekeeping and be able to carry out front line trouble shooting to determine root causes of operational problems on the machine. He/she would be expected to become an expert with respect to all facets of the production equipment and thus be able to facilitate the running of a productive factory where all quality, cost, housekeeping, safety and production standards are adhered to. The incumbent would be expected to drive consistent outputs and quality through the implementation of effective training initiatives, working closely with production personnel to optimize availability and to develop plans to improve productivity and reduce scrap.</p>	
JOB TASKS & RESPONSIBILITIES	
Production <ul style="list-style-type: none"> Accomplishes manufacturing results by communicating job expectations; planning, monitoring, appraising job results; coaching, counselling and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. Maintains staff by selecting, orienting, and training employees, developing personal growth opportunities. Maintains workflow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments. Develop and maintain our machine troubleshooting guidelines database and ensure all employees are trained and follow the steps. 	Cost <ul style="list-style-type: none"> Keep track of and manage all budgets within the factory such as, consumables expenditure and management accounts to ensure we do not exceed budget. Develop and implement programmes/projects to reduce costs in the factory. Control of all consumables and spares and track usages and costs and show improvements in the life of consumables and cost reductions.
Availability <ul style="list-style-type: none"> Implementation of effective strategies to optimise Machine Outputs & Improve factory OEE. Assist and coach all employees to improve machine operations across all stations of the line to reduce unplanned downtime. Ensure that machine standards and settings are always maintained. Work with the maintenance departments to develop preventative maintenance plans and highlight potential problem areas. Coordinate with planning department to drive optimal scheduling of machine changeovers to reduce downtime. Implement effective strategies and manage SOPs around machine stoppages to reduce machine downtime. Analyse production shift reports and machine data to identify inefficiencies and drive continuous improvement. 	Quality and Safety <ul style="list-style-type: none"> Ensure that all technicians, machine leads & operators are familiar with all quality standards and procedures. Enforcing the Quality Management System (QMS) in terms of implementation, compliance and ensuring successful audits. Enforcing QMS compliance to ensure we remain ISO compliant as a result, at all times. Ensure that all technicians, machine leads, & operators are trained and can execute all tasks associated with product change overs. Develop & implement scrap reduction projects/plans on Machinery. Assist with quality improvement processes. Ensure that all safe working procedures are followed to avoid IODs. Ensure that the housekeeping is always at an exceptional level as per housekeeping standards and regular GEMBA walks conducted. Ensure that any unsafe practice is identified and reported immediately. Ensure that any unsafe condition is identified, documented, reported & rectified immediately. Conduct continuous risk assessments.

People and reporting

- Motivating, supporting and providing guidance to production staff
- Ensuring a disciplined workforce is maintained / resolving disciplinary issues according to the Company Policies.
- Ensure technicians, machine leads & operators are suitably trained and signed off as competent.
- Execute training needs analysis and implement action plans.
- Always demonstrate the company values.
- Lead all subordinates in alignment with departmental and factory objectives. Setting productivity goals for each manufacturing team.
- Conduct weekly, monthly and quarterly performance appraisals with all machine leads and technicians to drive continuous improvement.
- Interface and liaise with inter-departments regarding production related matters on regular basis.
- Provides manufacturing information by compiling, initiating, sorting, and analysing production performance records and data, answering questions and responding to requests.
- Manage the factory's product BOMs and ensure that manufacturing costs are within budget.
- Compile weekly & monthly factory reports.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

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| <ul style="list-style-type: none"> – Have sound knowledge of grades of tissue and towel paper. – Have an excellent knowledge of the converting operations of the rewinder, log saw, wrapper, and bundler. – Must be focused on availability, quality and continuous improvements. – Must be both mechanically and electrically inclined. – Coaching and mentoring skills. – Must be able to work well with people and approachable. | <ul style="list-style-type: none"> – Should have attention to detail as well as being administratively sound. Must be computer literate with MS Office Suite and a working knowledge of Sage – Must have a working knowledge of the OHS act. – Have an intrinsic knowledge of our products. – A physically fit and "hands-on" individual, must have ability to stand & walk for extended periods in the factory and spend majority of time on shopfloor. |
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MINIMUM REQUIREMENTS

1. A minimum of 3 years related supervisory/managerial experience within an FMCG environment, preferably with tissue converting experience.
2. Degree/Diploma in Industrial/Mechanical engineering or related field preferred.
3. Formal supervisory/managerial training certificate or Diploma.

APPLICATION

- Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za
- **Proof of qualifications must accompany the application.**