

JOB TITLE	TM5 Process Engineer
COMPANY	Universal Paper Manufacturers
DEPARTMENT	Paper Factory
PURPOSE OF THIS POSITION	
<p>Overall responsibility is assumed for all employees and resources such as plant and equipment required for the manufacturing of paper 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, in other words duties performed will be as based on the implemented QMS. The Process Engineer 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. This candidate will perform risk assessments as well as ensuring that processes comply with safety and quality standards. Factory outputs, product quality, health and safety. Warehouse management and housekeeping are non-negotiable key objectives.</p>	
JOB TASKS & RESPONSIBILITIES	
Production <ul style="list-style-type: none"> Assist with troubleshooting as well as solutions daily. Maintains outputs and quality by monitoring steps of the process, setting processing variables, observing control points, and monitoring that daily check are adhered to. Monitor personnel and resources as well as facilitating corrections to deviations from standards. Maintains product quality by enforcing standards and ensuring correct operation of the tissue machine and associated equipment. Meeting with the Asset lead and Production manager to assess the existing processes and concerns. Could be working shifts when required and covering for shift Supervisors. Capable of standing in for the Asset lead when required. Create WI for all Tasks in the PF2 Factory. Draft process improvement ideas to reduce cost and improve production rates. Perform routine preventative maintenance inspections and checks on equipment as required. Create Best practices for all operating Processes and ensure that they are maintained and adhered to. Continuously drive and initiate Trials and process improvement. Will be required to assist controlling costs, machine performance as well as outputs. 	Health & Safety <ul style="list-style-type: none"> Ensure that all safe working procedures are adhered to at all times. Ensure that any unsafe practice is identified and reported immediately. Ensure that processes comply with safety and quality standards. People Management <ul style="list-style-type: none"> Continuous training and mentoring activities. Ensure that shift supervisors train his/her respective team on the WI. Setting objectives for the Team as well as individual objectives. Setting the tone for morale and exemplifying the UP Group Showing seasoned leadership capabilities. Ensure that changes and improvements in the factory is communicated and that staff members are trained.
KNOWLEDGE, SKILLS & ABILITIES REQUIRED	
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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.

<p>and find new ways/best practices aligned to his scope of responsibility.</p> <ul style="list-style-type: none"> – 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 scope of work. – Must be a systematic person with strong analytical abilities. – Must be a diligent person with a high regard of mutual respect. <ul style="list-style-type: none"> – Willing to be on standby and work extra time as and when required. Must have good communication skills and be proficient in English. – Must be able to respect and uphold the company's interests and objectives. 	
MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none"> 1. A minimum of 5 years related Tissue Manufacturing experience. Previous leadership experience. 2. Minimum: A relevant Trade, Diploma or Degree in management, production, quality and/or Paper-related qualification. 3. Ideal: B.Tech in Pulp and Paper Technology with supplementary tertiary management qualifications. Process engineering/Chemical Engineering background. 	<ul style="list-style-type: none"> - Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za - Proof of qualifications must accompany the application.