



CAREER OPPORTUNITY

JOB TITLE	Team Leader
COMPANY	UPP
DEPARTMENT	Serviette Factory

PURPOSE OF THIS POSITION

Overall responsibility is assumed for the Serviette department, organizing and monitoring workflow of related products and the supervision of staff members. The Serviette Factory Team Leader 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 Team Leader 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 Team Leader must have excellent computer and writing skills and should be able to compile concise and accurate reports for all conducted work.

JOB TASKS & RESPONSIBILITIES

<p>Manufacturing</p> <ul style="list-style-type: none"> - Manage and control Serviette Factory production requirements according to stock level targets and demand. - Manage and maintain quality of manufactured products according to required specifications. - Ensure production requirements are delivered in the required time frame. - Plan procurement of all raw materials. - Oversee the evaluation of all new products and applicable raw materials. <p>Plant Upkeep</p> <ul style="list-style-type: none"> - Ensure upkeep of all plant equipment and apparatus. - Responsible for maintaining overall housekeeping of serviette factory areas. <p>Health & Safety</p> <ul style="list-style-type: none"> - 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 OHS&A stipulations 	<p>People Management</p> <ul style="list-style-type: none"> - Delegate and monitor production requirements accordingly to subordinate staff. - Supervise and monitor serviette factory staff work attendance. - Have daily communication with all serviette factory staff to ensure timeous job completion. - Encourage positive morale and wellbeing of staff. - Conduct performance appraisals on all subordinates. - Ensure a disciplined workforce is maintained / resolve disciplinary issues according to Company Policies. - Develop and implement functional training programs to expand the capacity and capability of all personnel. <p>Stock Management</p> <ul style="list-style-type: none"> - 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. <p>Project Management</p> <ul style="list-style-type: none"> - Responsible for the planning and coordination of new projects. - Oversee inquiry and research in terms of new equipment and methodologies
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KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Computer Literacy is vital for the successful execution of duties. Advanced MS Office essential; MS Project and SAGE beneficial.
- 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 scope of work.
- Must be a diligent person with a high regard of mutual respect.
- Must be a highly goal orientated and conscientious individual who takes pride in his work.
- 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

1. A minimum of 3-5 years related experience within a Manufacturing environment (FMCG would be advantageous). Must have solid supervisory skills and abilities.
2. Minimum: Post matric qualification

APPLICATION

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