



CAREER OPPORTUNITY

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| JOB TITLE | Shift Supervisor |
| COMPANY | UPP |
| DEPARTMENT | Roll Factory |
| PURPOSE OF THIS POSITION | |
| <p>The Production Supervisor is responsible for overseeing and coordinating all Roll Factory production activities to ensure safe, efficient, and cost-effective manufacturing in line with quality standards, production targets, and operational requirements. The role ensures optimal utilization of personnel, equipment, and materials while ensuring that functions are executed in accordance with a recognized Quality Management System. The incumbent drives operational excellence by monitoring production performance, minimizing downtime and waste, maintaining product quality, and promoting continuous improvement. The Production Supervisor ensures effective workforce management, accurate reporting, and alignment of production output with business objectives.</p> | |
| JOB TASKS & RESPONSIBILITIES | |
| <p>Manufacturing</p> <ul style="list-style-type: none"> - Accomplishes manufacturing results by ensuring that all machine operating standards are always adhered to. - Supervise and coordinate daily tissue converting operations. - Supervise rewinding, embossing, cutting, and packaging operations. - Ensure production output meets planned volumes, specifications, and deadlines. - Monitor machine performance, uptime, and productivity. - Ensure production schedules are followed and adjusted where required. - Minimize downtime by coordinating timely interventions and corrective actions. - Ensure correct product specifications and packaging standards. - Minimize converting waste and ensure efficient material usage. - Ensure accurate completion of production records and reports. <p>Quality Control</p> <ul style="list-style-type: none"> - Ensure compliance with product quality standards, specifications, and procedures. - Monitor product quality parameters such as basis weight, softness, strength, and dimensions. - Identify and address quality deviations promptly. Ensure proper implementation of quality control procedures and inspections. - Support root cause analysis and corrective actions for quality issues. - Enforcing QMS compliance to ensure we remain ISO compliant always. | <p>Health & Safety</p> <ul style="list-style-type: none"> - Enforce compliance with Occupational Health and Safety policies and procedures. - Ensure safe operation of tissue machines, converting equipment, and handling systems. - Identify hazards and implement corrective actions. - Ensure proper use of PPE and adherence to safety standards. - Support safety training, inspections, and incident investigations. - Responsible for good housekeeping and a safe working environment in the Department <p>People Management</p> <ul style="list-style-type: none"> - Supervise, allocate, and monitor work of production staff. - Ensure adequate staffing levels and effective shift coordination. - Monitor attendance, performance, and conduct. - Provide coaching, guidance, and on-the-job training. - Conduct performance reviews and support employee development. - Promote teamwork, accountability, and positive morale. - Manage staff overtime to ensure hours are in accordance with Basic Conditions of Employment Act (BCEA) and company regulations. - Ensuring a disciplined workforce is maintained / resolving disciplinary issues according to the Company Policies. <p>Equipment & Machinery Management</p> <ul style="list-style-type: none"> - Monitor condition and performance of tissue machines and converting equipment. - Coordinate planned maintenance and breakdown repairs with maintenance teams. - Ensure proper operation and care of machinery. Report equipment faults and support corrective actions. |



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KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- 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 both mechanically and electrically inclined.
- 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 be focussed on availability, quality and continuous improvements.
- 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.

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/Operations management or related field preferred.
3. Formal supervisory/managerial training certificate or diploma qualification will be advantageous.

APPLICATION

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