



JOB VACANCY: PRODUCTION MANAGER

Summary: We would like to hire a competent individual at the position of Production Manager to coordinate activities of production department.

MAIN RESPONSIBILITIES:

- Oversee the production process and coordinate all production activities
- Planning and organizing production schedules
- Assigning work and supervise production teams
- Record all production metrics to report to the Top Management
- Evaluate performance of production personnel
- Ensure production workers follow industry standard health and safety guidelines
- Schedule regular maintenance of production equipment and machines
- Prepare and submit daily report of production to upper management

Qualifications, Education and Experience:

- University Degree from accredited technical school.
- Excellent written and verbal communication skills
- Strong technical skills
- Proficient in Microsoft Word, Excel, and other common PC
- Creative Thinking- Strong problem-solving skills
- Sense of Urgency- Ability to meet deadlines,
- Ability to maintain the confidentiality of sensitive information;

How to Apply

Candidates who fulfill the requirements are requested to submit an Application Letter, a signed CV, and Copies of Academic to email: softpackaging.recruitment2021@gmail.com not later than **16 April 2021**.