



<b>SUBJECT</b>	<b>DOCUMENT NO:</b>	<b>CE-JD-016</b>
<b>JOB DESCRIPTION: PRODUCTION MANAGER</b>	<b>REVISION NO:</b>	<b>02</b>
	<b>EFFECTIVE DATE:</b>	<b>11/01/2019</b>

**Responsible for the following:**

1. Plan the overall production process in all the production/testing operations to ensure optimized production outputs
2. Plan, develop and implement strategies for operational production efficiency so as to meet required output
3. Ensure availability of required materials/stock, equipment and labour resources required for production
4. Ensure production complies with established quality control specifications and standards.
5. Implementation or improvement of production procedures and systems.
6. Analyse and provide solutions to manufacturing/production challenges or problems (reporting online deliveries)
7. Good liaison with HC, Supervisor, Quality, Sales and marketing and Design departments.
8. Manage and develop direct reporting staff
9. Identify training needs and carry out suitable training. (Upskilling internal)
10. Ensure that HC policies and procedures, discipline is adhered to throughout the organisation
11. Ensure compliance to ISO and SHEQ standards
12. Contribute to short- and long-term organisational planning and strategies as a member of the management team
13. Daily/weekly production planning meetings and feedback meetings
14. Responsible for security as well as housekeeping of the factory
15. Ensure maintenance and servicing of equipment
16. Plan overtime (weekly)
17. Oversee NCR processing

<b>COMPILED BY:</b> Human Resources	<b>AUTHORISED BY:</b> V De Swardt	<b>Page 1 of 4</b>
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