

JOB DESCRIPTION	
POSITION TITLE	PRODUCTION SITE SUPERVISOR
MAIN PURPOSE OF THE POSITION	
➤ The supervisor will be an integral personnel in our day to day activities which entail cabros, tiles, and paving blocks manufacturing in our production site by supervising operations and standard improvements aimed at ensuring optimal, quality, efficient, and safe production activities in the production site.	
ROLES AND RESPONSIBILITIES	
➤ Oversee daily production operations towards ensuring safety and quality standards. ➤ Coordinate production schedules to ensure meeting of daily production targets for the teams. ➤ Coordinate delivery teams to ensure sufficient availability of raw materials. ➤ Liaise with ordering team to ensure efficient material procurement processes. ➤ Collaborate with the productions managers to develop and implement production schedules. ➤ Monitor production activities and work with production teams to identify and resolve operational issues. ➤ Monitor and coordinate safety training and development for production staff to ensure efficiency. ➤ Identify and implement continuous improvement plans to enhance productivity and reduce waste. ➤ Assist in managing inventory levels and coordinating with ordering teams for material procurement. ➤ Fleet Management: Assists in ensuring efficient trucks operations. ➤ Coordinate with other departments such as finance and sales to ensure timely orders delivery. ➤ Ensure cleanliness and proper arrangement of the worksite at all times. ➤ Participate in developing workplace rules and safety regulations. ➤ Enforce compliance to health and safety standards in the warehouse. ➤ Prepare reports on warehouse operations including inventory levels and deliveries. ➤ Advise the management on elements process improvements and best-selling products.	
DESIRED QUALIFICATION AND EXPERIENCE	
EDUCATION	
➤ Bachelor's Business, or a related field Building & Construction, Operations Management, or Business Management being highly suitable.	

- 2+ years of experience in manufacturing or operations management role
- 2+ years experience in heavy productions machine management.
- 4-5 years' in busy productions company environment.

Technical Skills and Relevant Technologies

- Understanding of cabros, tiles, and terazzo manufacturing processes and equipment.
- A solid understanding of the machinery, systems, and technical aspects of the manufacturing process.
- Good understanding of vehicles management and performance
- Experience with production planning
- Knowledge of quality control methodologies and techniques

KNOWLEDGE, SKILLS AND ABILITIES

SKILLS

- Team leadership
- Adaptable personality
- Strong planning and organizational skills
- Great communication skills and team player
- Time management skills
- Problem solving aptitude
- Good understanding of inventory related operational.
- Ability to work with minimal supervision
- Business driven

KEY PERFORMANCE

KEY RESULT AREA	
Overall Commercial Operations performance	Availability of standard stock
	Overall Equipment Effectiveness
	Safety standards at the warehouse.
	On-Time In-Full (OTIF) delivery
	Accountability of company assets.
	Customer Rejects/Returns/complaints