

JOB DESCRIPTION	
POSITION	CONSTRUCTIONS PRODUCTION SUPERVISOR
MAIN PURPOSE OF THE POSITION	
➤ The supervisor will be responsible for supervising manufacturing of standard cabros, tiles, and paving blocks by coordinating operational processes within the company.	
ROLES AND RESPONSIBILITIES	
<u>Production Oversight</u> ➤ Lead daily production operations towards ensuring safety and quality standards. ➤ Spearhead the production procedures to meet daily production targets. ➤ Liaise with the ordering team to ensure availability of sufficient raw materials. ➤ Assist in ensuring availability of standard stocks ➤ Oversee maintenance of production machines to eliminate downtime and enhance efficiency. ➤ Supervise repairs and servicing of production machines. ➤ Train and oversee adherence to health and safety standards at the production site. ➤ Propose and spearhead the implementation of continuous improvement plans to enhance productivity and eliminate waste. <u>Fleet Management and Logistics</u> ➤ Fleet Management: Assists in ensuring efficient trucks operations. ➤ Oversee vehicle repairs to ensure sufficient management. ➤ Coordinate delivery vehicles to ensure timely and efficient customer service. ➤ Liaise with raw material trucks to ensure they avail production materials from quarries on time to avoid production down times at the site. <u>Reports Preparation and Sharing</u> ➤ Prepare reports on warehouse operations including inventory levels and deliveries. ➤ Prepare and share reports on production machine states and repairs scheduled and performed. ➤ Share reports on fleet maintenance and repairs for the month. ➤ 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 terrazzo manufacturing processes and equipment.
- Understanding of the machinery, systems, and technical aspects of manufacturing process.
- Good understanding of fleet management and basic trucks maintenace.
- Experience with production planning.
- Knowledge of quality control methodologies and techniques.

KNOWLEDGE, SKILLS AND ABILITIES

SKILLS

- Team leadership
- Strong planning and organizational skills
- Great communication skills
- 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 Operations performance	Availability of standard stock
	Overall Equipment Effectiveness
	Safety standards at the warehouse.
	On-Time deliveries
	Machines efficiency and performance