

ENGINEER / EXECUTIVE, PRODUCTION

(Based in LSEO, TPG)

Responsibilities:

- To plan production work orders with aim of achieving production targets and deadline.
- To discuss and find solutions for department's problems in correct manner and through the proper implementation of procedures.
- Develop best practices to improve production capacity, quality and reliability.
- To plan and schedule demand into daily or weekly production work orders to achieve production targets and dateline.
- To ensure sufficient resources of manpower, material, machinery, methods and utilized it efficiently to support scheduled plan.
- To plan, run and review daily production operation based on schedule and order.
- To hold meeting as and when required for training, discussion to improve overall productivity and quality of the products.
- To ensure good housekeeping in production area.
- To monitor the performance of the production area in charge.
- To interface with the Engineers or Technicians for repairs and maintenance needs.
- Liaising with other Engineers to develop plans that improve production, costs, and labor required.
- Provide engineering support for production and maintenance activities to ensure maximum production.
- Investigate problems, analyze root causes and derive resolutions.
- Develop process improvements to effectively utilize equipment and materials to maximize production.
- To ensure production operation follow designated SOP's and procedures for running machines.
- To follow up on relevant production non-conformance issues and ensure action taken accordingly.
- To support company's initiatives on ISO 9001/14001, KAIZEN, GMP, HACCP and etc.
- To be fully proactive & aware of occupational health and safety standards at workplace, ensure full compliance and also safeguarding oneself, colleagues, and the Company from any detrimental incidents.
- Perform other related duties and responsibilities as assigned by superior from time to time.

Requirements:

- Degree in any discipline; those with engineering background is an added advantage
- Strong sense of urgency, proactive and dynamic
- Excellent communication skills, both written & verbal
- Able to work independently and supervise a production team
- Candidate must be proficient in Microsoft Office
- Exposure to ISO 9001, ISO 14001, GMP and HACCP standard requirement
- Minimum 2 years of working experience in production preferably in FMCG industry
- Able to speak in Mandarin language is an advantage as the role may occasionally require to liaise with Chinese speaking vendors, customers, etc.