

JOB DESCRIPTION: MANUFACTURING SUPERVISOR

Company: SensoryFX (Pty) Ltd
Location: Hennospark, Centurion
Contract Type: Full time, permanent
Industry: Chemical

Purpose of position:

The manufacturing supervisor will be required to oversee day to day production and supervise manufacturing processes and ensure that these processes are aligned to set out quality, TAT and manufacturing standards. The manufacturing supervisor will also be required to supervise the manufacturing staff including compounders, packers and cleaners.

Roles and responsibilities:

- Supervise the movement of materials between the company's departments, distributors and suppliers.
- Make business decisions based on assessment of costs, inventory stock levels, work process flow and other efficiency indicators.
- Oversee day to day production including supervising the manufacturing process.
- Adhere to process time from order to delivery.
- Assist with daily open order reports.
- Ensure that processes, quality and manufacturing standards are upheld.
- Supervise the manufacturing staff including compounders, packers and cleaners.
- Assist with associative duties such as compounding, receiving and dispatch as required.
- Check list on short start and End of day checklist to ensure compliance and adherence.
- Release batch cards.
- Ensure packing specifications are met at final product stage.
- Review production schedules / job cards.
- Identify overdue materials and track material.
- Arrange in-plant transfer of materials to meet production schedules.
- Compile and maintain records such as material inventory, in-process production reports, status and location of material reports and communicate these reports to the relevant parties.
- Record volume manufactured on a monthly basis.
- Set and maintain order and re-order levels to manage stock levels of packing material.
- Manage stock takes in storage warehouse, WIP and finished goods and investigate discrepancies.
- Ensure focus on quality management systems and GMP's.
- Yield batch cards and release pack for dispatch.

Requirements & Skills:

- Matric.
- Business acumen.
- Administration skills.
- Telephone etiquette.
- Advanced Computer Skills.
- Customer service oriented.
- Understanding and knowledge of raw materials and compounding.
- At least 3 years' manufacturing experience.

If you are interested in this position and feel you have the necessary skills and abilities, send an email to danie@sensoryfx.co.za before 31 March 2024. If you have not heard from us within 10 business days after your submission, please accept your application as unsuccessful.

Crafting taste and scent

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