

JOB DESCRIPTION

JOB TITLE : Manajer Produksi	REPORT TO : Plant Manager
JOB HOLDER : Andreas	DATE : 1 Jan 2011

PURPOSE OF JOB:

- Manage activities related to the processing plant, charging (drums & small packaging) and warehouse operations.
- Ensuring the production volume to meet the plan including the budget, quality, safety, and productivity targets.

ACCOUNTABILITY :

Production Manager is responsible for:

- Achieve target of Safety, Quality & Efficiency and budget.
- Report all incidents such as LTI, MTC, NM, PI. Safety Goals are: Zero Lost Time due to Accident (Zero Lost Time Injury), 2 Potential Incident reports every month.
- Working closely with other departments such as tanks store up, the Maintenance, Laboratory & Safety Officer and ensure the Plan meets Production Volume of Production (by product type, quality, quantity, time) and Business Plan (with a target of spending and safety).
- Proactively manage the integration of production activities with the production plan determined by the Planning Manager.
- Ensure Workforce and turnover of working hours has been set up, allowing the volume production can be achieved. Labor resources must have a job description accordance with the competencies required. Identify training plans and implement training if needed
- Running procedures and work instructions relating to the activities of the plant such as processing, charging (drums & small packaging) and warehouse operations in accordance with the requirements of ISO9001.
- Implement specific recommendations and manuals relating to product handling procedures, process operation, working with the ability operating on existing devices, safety equipment and tools to implement Personal Protective (PPE) where required.
- Assist General Manager with a check/resolve the failure, the problem operations, with cost and performance / operational targets & actions.
- **Safety** : Provide input in accordance with Management System Safety risk assessment, especially with exercise. Taking part as a key members of the response team during the emergency response training – fire, spill, medical. Safety helped train the production team in operations and safety topics. Conducting tool box safety meeting and lead the discussion. Assign employees to conduct safety inspections.
- **Safety (2)** : Member of an investigation to identify root causes, identify corrective and preventive action. For physical changes & Procedural at the facility, taking part in the design process for improve safety. Manage waste in accordance with the environmental policy
- Leading & run like policy – health & Safety. Smoking drug & Alcohol, PPE, Safety. Attend regular monthly meetings as Meetings, Meetings & tool Box safety Committee Meeting

KNOWLEDGE, SKILLS & EXPERIENCE :

- Minimum Diploma (Production or Engineering).
- Experience in managing factory production lubricant (LOBP).
- Experienced in the supervision and management in the team.