

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-253-2022
Company Name	Cosmaline - Malia Group
Industry	FMCG
Vacancy	Production Supervisor
Number of vacancies for that position	2
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Chemical Engineers
Degree	Bachelor
Years of Experience	0 to 1
Location	Nahr Ibrahim
Remuneration & Benefits	To be discussed
Currency (LBP, Dollar, Lollar)	LBP
Tasks & Responsibilities	<p>On Production (60%)</p> <ul style="list-style-type: none"> • Prepare on weekly basis the production plan by product in coordination with the Production and Technical Managers as per the set yearly production plan. • Execute the production plan by monitoring the production lines and ensuring proper implementation of procedures. • Ensure availability of the needed production material for specific products by allocating material on system and initiating production process. • Fill in batch report and perform accurate execution on Oracle. • Ensure proper functioning of the production equipment by coordinating with the maintenance team for repairs and implementation of the preventive maintenance program. • Contribute in resolving customer complaints and problems by analyzing data, participating in investigations, identifying solutions and recommending actions when needed. • Ensure the execution of calibration instructions, the proper use and cleaning of production equipment as well as the operations of machines.

JOB POSTING REQUEST FORM

- Follow-up with QA, QC, R&D, warehouse and maintenance departments to ensure proper running of production operations.
- Issue Purchase Requests for needed office supplies and machine spare parts in coordination with the procurement department.

On Reporting (20%)

- Prepare and submit productivity and usage reports such as Product Distribution by Machine and Total Usage by Machine.
- Report the results of the production process to the production manager

On HR (20%)

- Contribute proactively with the Talent Acquisition Team in filling vacancies timely. Design/update related JD and on-boarding programs and ensure their proper understanding & implementation.
- Ensure an optimized structure in line with business priorities and performance.
- Provide direct reports with needed resources/tools and guidance to fulfill their role properly and set their training needs and development plan in coordination with L&DM.
- Celebrate achievements, highlight to PCM people with potential to offer them perspective for growth.
- Set direct reports annual Business Goals and required competencies and conduct quarterly feedback sessions to appraise their performance.
- Monitor continuously direct report productivity and take corrective actions in due time. Issue misconducts and enroll under-performers in related program.