



JOB DESCRIPTION

Job Title	Production Section Manager/Head	Dept	Production
Report to	Production Manager	Date	23 May 2013
Subordinates	Production Supervisors, Engineers, Technicians	Prepared by	Production Manager

JOB OUTLINES

Job Description:

- To supervise and assist the Production Manager in all manufacturing operations.
- Manage resources effectively to achieve Company's objectives, towards Company's Vision and Mission
- Lead the team of supervisors, technicians, line leaders & manufacturing workers to meet production targets and towards continuous improvement.
- Ensure daily output / quantity is produced as per target and monthly sales are achievable as per company budget. Production detail planning (distribution and controlling of production progress)
- Ensure output is produced and maintained in High Quality standard according to Work Instruction as per customer specification and IPC Standard
- To ensure machines are fully utilized and machines are well maintained such as weekly & monthly preventive maintenance and strictly use the original spare parts
- To highlight any irregularity and keep the Production Manager informed on all production operation.
- To monitor the inventory of Work-In-Progress and ensure Shop Floor Control (SFC) is closed on time
- To ensure scrap cost is under control at all times by producing no mistake products in the manufacturing line.
- Responsibility for the cost centre.
- To make sure the production layout is fixed for the manufacturing processes in order to minimize time wastes to improve productivity and preferable of capability to organize and manage production floor independently
- To constantly improve efficiency and productivity / test yield, identifying and procuring resources to meet given plans/ targets
- Maintain good housekeeping in 5S concept at all times and discipline, foster a conducive working environment as well as to perform other duties as and when assigned
- Highlight potential of cost savings in order to gain desirable outcome and profit for the company
- Identify and provide appropriate training to subordinates for achieving strong team work .
- Coordinate and ensure the quality of development, training, implementation and modification of systems and processes to support business objectives.
- Recruit, retain and develop team members. Able to work independently
- Ability to ensure the machine, jig, fixture and tools is purchased to the latest and advance technology to improve quality & productivity and enhance return on investment (ROI).
- Collaboration in strategic development activities of the Department
- Continuous development and improvement of the responsible Section according the operational alignment and strategic goals
- Lead, collaborate or steering of projects. Provide guidance to operations team in the process of developing and monitoring project timelines for new product launches .
- Capacity and knowhow exchange with other Sections and Departments
- Build relationships and interact with other departments to improve communication, process, and total business execution.
- Demonstrate abilities and knowledge in the operation of a production facility, including machine scheduling, trouble-shooting and general maintenance .
- Work with the rest of the plant management team to implement strategic improvement initiatives in the production area, to include quality, efficiency and employee satisfaction.
- Examine the existing, propose ways of doing work, and apply a more effective and easier method in production.
- Use work measurement techniques like Time Study, work sampling to establish standard time.
- Enforce discipline to see that the rules and regulations of the company are not violated.
- Ensure that safe working methods are adopted at all times and caution operators against unsafe act.
- Attend to the general welfare of the operators.

- Perform other duties as assigned by the Production Manager.

Job Requirement:

- Preferably Degree in Manufacturing Engineering/ Professional technology school or school of business administration (FH, HF, comparable or higher diploma).
- Technical basic education and knowledge in electronics and process methodology
- Must have at least 5 years working experience in a contract manufacturing environment
- Strong leadership skills and ability to communicate effectively with support groups & other departments. Leadership ability and training/ education or years of experience in extensive practical experience in leadership of production teams in electronics manufacturing or comparable industry
- Must have at least 1 year in computer knowledge
- Fluent in English (speaking and writing)

Key Result Area (KRA):

- Productivity
- ICT/ FCT Yield
- Machine Utilization
- Control of Non-Conformance
- Cost Hunting
- Cost Centre Expenses
- Aging SFC
- Housekeeping (at least 80%)
- Handling of Employee Disciplinary Issues (e.g. absenteeism, late comer).

Authorities/Decisions:

- Make decision in relations to production for the sole interest of the company.
- Appraise engineers, supervisors, technicians, line leaders and all production employees.

Approved by:	Acknowledged by:
Name: Position : Signature :	Name: Signature : Date:

Originally signed document to be filed in the personnel file.