

## JOB DESCRIPTION

### A. Particulars

<b>Job Title</b>	Supervisor	<b>Department/Section</b>	Pallet (LVL) Dept
<b>Immediate Superior</b>	Operation Manager		

### B. Job Scope/Summary

To lead and manage a team of Supervisors/Leaders and operators to meet the daily production scheduled in a cost effective manner with a high standards of quality, efficiency of productivity, 5S housekeeping, safety and health environments.

### C. Job Responsibilities

- Plan and manage assistant team leader & operators to run the overall production activities.
- Involve of control LVL Pallet operation responsibilities.
- Co-ordinate between departments such as Logistics, Engineering, Quality Assurance, Warehouse and Human Resources to ensure the smooth operations of the productions activities.
- Plan and organize the manpower and equipment capacity to maximize utilization to meet production schedules.
- Train, develop and motivate the subordinates to achieve the target goal setting of company objectives in terms of productivity, quality products and safety and health environments.
- To develop a set of Key Process Index to gauge and to improve the process improvements on a quarterly basis.
- Manage the 5S at the production floor and to maintain the highest standard of housekeeping at all times.
- Control of equipment's & machinery operation and scheduling preventive maintenance.
- Ability and responsibilities to drive forklift to arrange material for mass production when the forklift driver are not turn up.
- Good manner & honors, good discipline, punctuality and reliable.
- Responsible to take care and keep safe for all equipment's tools and machinery.
- To control supply of material for operation according to their need.
- Others tasks assigned by superior likes cost down activities, minimize of wastage or hidden lost.

#### Qualifications & Experience :

- SPM/Diploma/Degree in any discipline.
- 3 years working experience in a manufacturing environment.
- Able to work independently with little supervision