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## Head of Production (FMCG)

### Description

CHLOE Hygiene and Baby Products Limited, a visionary FMCG start-up company, is looking to engage a qualified and efficient **HEAD of PRODUCTION UNIT** for its flagship WATER PRODUCTION FACTORY that is located in Enugu State, Nigeria. The successful candidate will work with other members of the team towards ensuring a strong and successful take-off of the factory as well as see to the sustainability of its operations.

### Job Summary

- Oversee and coordinate the day-to-day production activities and ensure that manufacturing processes run reliably and efficiently.

### Responsibilities

- Development of policies and procedures for production operations to achieve effectiveness and efficiency of production;
- Working with the General Manager and other management staff to implement the company's policies and goals.
- Planning and organizing production schedules.
- Overseeing production processes.
- Estimation, negotiation and agreement of budgets and timescales with the General Manager.
- Collating and analyzing data, putting together production reports for both the General Manager and other relevant stakeholders.
- Management and implementation of production work targets and activities.
- Ensuring that the company has adequate support infrastructure to deliver consistently high-quality service to customers.
- Ensuring that factory equipment are in good working condition and are adequately protected against loss and damage.
- Organizing the provision and sustenance of production supplies.
- Keeping appropriate stock of all incoming and outgoing raw materials and products from the plant.
- Working with the maintenance team to organize the repair and routine maintenance of production equipment.
- Coordinating procurements with shared services by closely monitoring minimum re-order levels.
- Liaising with marketing and sales staff.
- Reviewing of the performance of staff, identify training needs and recommending relevant training sessions.
- Monitoring productivity rates and product standards and implementing quality control standards.
- Aid selecting and maintaining database of qualified & reputable vendors.
- Ensuring proper management of relationships with suppliers and other third-party service providers.
- Supervising all production and quality control staff and ensure proper coordination of their work.
- Supervising and managing the work of junior staff.

### Hiring organization

Chloe Hygiene and Baby Products Limited

### Employment Type

Full-time

### Job Location

Enugu, Nigeria

### Date posted

March 27, 2024

- Other responsibilities as may be delegated by the General Manager

## **Qualifications**

- Master's Degree (or at the minimum Bachelor's degree) in Industrial Engineering, Mechanical Engineering, Industrial Management or related field.
- Proven 5 years work experience as a Head of Production or Senior Level Production Staff especially in the water products space.
- Proven managerial or supervisory experience.
- Detailed knowledge of production operations.
- Adequate knowledge of business and management principles (budgeting, strategic planning, resource allocation and human resources).
- Familiarity with industry standard equipment and technical expertise as well as production ethics.
- Be knowledgeable of safety, quality, productivity, demand creation, inventory and stewardship processes.

## **Required Skills**

- Strong management and leadership skills.
- Effective communication skills.
- Proficient in all Microsoft Office applications.
- Impressive organisation and efficiency skills.
- Multitasking and time-management skills.
- Ability to create accountability and to lead by example.
- Strong team building, decision-making and people management skills.