
Job Description Head of Production			
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Job Title: Head of Production for process pipe and vessel construction for hygienic process systems.

Based at: Dhamrai, Bangladesh

Job purpose summary: Runs the production department

Position reports to: Managing Director / CEO
Operations Manager

Managerial responsibilities: Production
Staff members: 20 (current)
70-80 (future)
Coordination responsibilities: Weekly report to Managing Director / CEO
Coaching responsibilities: 1 Assistant Manager

Key responsibilities and accountability:


- Manage, organize and delegate to production staff
- Plan production sequences and schedule
- Implement and control timely fabrication

- Technical contact for production
- Technical clarification with engineering department
- Coordination with purchase and project department

- Ensure realisation and implementation of quality and safety guidelines
- Manage human and material resources
- Capacity planning and report for sales management

- Review completed manufacturing jobs
- Train, motivate and empower production staff
- Act as intermediary between staff and management representing the interests of each group with the other

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Person profile:

Demonstrated abilities:

- Effective leadership and staff mentoring/coaching
- Interpersonal, verbal and written communication skills (Full working proficiency in English. Bengali is a plus)
- Stress and conflict management: problem solving and mediation skills
- Shares skills and knowledge with others

Specific job skills:

- Knowledge of metal works production
- Knowledge of and experience with a production organization
- Technical competence

Desirable skills:

- Knowledge in stainless steel vessel manufacturing
- Knowledge in piping
- Welding technician or welding engineer

Computer skills:

- Solid knowledge in MS Office Products
- Familiarity with inventory management system

Management ability:

- Demonstrated ability to manage, supervise, motivate and coach a team

Education:

- Technical College graduate, Foreman, Technician or equivalent experience

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