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| JOB TITLE | Production Technician |
| COMPANY | Universal Paper & Plastics |
| DEPARTMENT | Serviette Factory |
| EMPLOYMENT TYPE | Fixed Term / Permanent |
| PURPOSE OF THIS POSITION | |
| <p>The incumbent will effectively become a senior operational person within the Serviette factory. He must be confident to handle any situation within the factory that pertains to production, quality, product change overs, personnel management, safety, record keeping, housekeeping and be able to carry out front line trouble shooting to determine root causes for operational problems. He/she would be expected to become an expert with respect to all facets of the production equipment and thus be able to facilitate the running of a productive factory where all quality, housekeeping, safety and production standards are adhered to. He/she would be expected to uphold all of the company policies and procedures and set a positive example for his/her sub-ordinates. The incumbent would be expected to ensure that consumables are accounted for and to highlight any over consumption to the factory manager. The incumbent would be expected to drive outputs and quality through the implementation of effective training drives, working closely with maintenance to optimize availability and to develop plans to improve productivity and reduce scrap. The incumbent would be expected to maintain health and safety standards for the Roll Factory.</p> | |
| JOB TASKS & RESPONSIBILITIES | |
| <p>Productivity</p> <ul style="list-style-type: none"> Optimise M/C Outputs, focus on effective change overs, reduce operational downtime. Ensure all production standards and documentation is maintained correctly. Assist the team leader to learn how to improve production in all areas of the line. Structure change over plans and set targets for change overs. Ensure that the correct product is being made at all times. Ensure that machine standard settings are maintained at all times. Ensure that all data for the shift reports is accurate and correct. Work with the maintenance departments to develop preventative maintenance plans and highlight potential problem areas. <p>Quality</p> <ul style="list-style-type: none"> Ensure that all Team Leads are familiar with all quality standards and procedures. Ensure that all Team Leads are familiar with and can execute all product change overs. Develop scrap reduction plans. Implement quality improvement processes. Ensure quality standards are maintained. | <p>Safety</p> <ul style="list-style-type: none"> Ensure that all safe working procedures are adhered to at all times. Ensure that all employees are wearing their PPE and are inducted. Train the Team Leads with respect to his monthly Safety documentation. Train the Team Leads with respect to the Safety Program. Ensure that the housekeeping is always at an exceptional level. Ensure that any unsafe practice is identified and reported immediately. Ensure that any unsafe condition is identified and reported immediately. Develop housekeeping improvement plans. Conduct risk assessments. <p>People</p> <ul style="list-style-type: none"> Ensure staff are suitably trained. Execute training needs analysis and implement action plans. Develop succession plans. Control leave planning in conjunction with the Machine Leads. Assist with the development of the Workplace Skills Plan. Demonstrate the company values at all times. Lead the factory team in alignment with departmental and factory objectives. |

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Have sound knowledge of grades of tissue and towel paper
- Have an excellent knowledge of the operations of all converting equipment
- Must be focused on quality
- Must be able to work well with people.
- Must be both mechanically and electrically inclined.
- Should have attention to detail as well as being administratively sound.
- Must be computer literate with MS Office Suite and a working knowledge of Sage.
- Must have a working knowledge of the OSH act.
- Preferably completed supervisory training at DYNA CORE level or higher.
- Have an intrinsic knowledge of our products.

MINIMUM REQUIREMENTS

1. A minimum of 5 years related supervisory experience within an FMCG environment, preferably with tissue converting experience.
2. A minimum of a Matric.

APPLICATION

- Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za
- **Proof of qualifications must accompany the application.**