

Job Description

Job Title Operations Manager(Based in Xiamen)	Pay Grade Level (if applicable)
Description / Group Production & Operations Department	Reporting To Managing Director
Section I : Purpose of the Job	
<p>To support and maintain all aspect of plant production necessary to achieve business unit goals and overall company strategic directives. Member of the food safety team and has functional responsibility over relevant clauses related to food safety.</p>	
Section II : Key Responsibilities (skills, abilities and Knowledge to perform the job)	
<ol style="list-style-type: none">1. To develop, propose, and implement Company's manufacture policy according to the Group's strategy and the objectives of the Company2. To continually analyze the possible productivity gains obtained with the creation of products and by using adequate materials and technologies and to analyze and implement the necessary investments to have the Company benefit from adapted applicable technologies.3. Overseeing the production process, drawing up a production schedule in ensuring cost effectiveness4. Making sure that products are produced on time and are of good quality;5. Being responsible for the selection and maintenance of equipment;6. Working with managers to implement the company's policies and goals;7. Ensuring that health and safety guidelines are followed;8. Attend to Quality issue and customer's complaint9. Coordinate the implementation of legislative health, Quality, safety and environment systems and maintain accordingly.	

Section III : Impact and Accountability (ignore this section if you do not have responsibility in this section)
<p>Number of employees reporting to the job holder (applicable for people manager only)</p> <p>1) Manager Level : 2) Professional Level : 3) Staff Level :</p>
<p>Customers – tick appropriately</p> <p><input type="checkbox"/> External <input type="checkbox"/> Internal</p>
Section IV – Qualification and Experience
<p>Qualification Degree in any Engineering discipline and/or Honorary degree in M&E/Electrical/Mechanical Engineering</p>
<p>Experience Min.5 years working experience in operation roles and/or holding equivalent working experience in food manufacturing sector.</p>
<p>Technical Functional Skill (eg accounting)</p> <p>ISO9001:2015, ISO22000:2005, BRC issue7, SS590:2013, HACCP Theory of constraint / Industrial Engineering Inventory management skill. GMP, Hygiene & 6S. Conversant in lean or 6 sigma CI methodologies Knowledge in DFMEA or other tools Electrical troubleshooting and mechanical setup skills Fire Safety Manager(FSM) cert. Accounting</p>
<p>Non-Technical Functional Skill (eg listening skill)</p> <p>Leadership & conflict management. Communication.</p>
<p>Specific Knowledge (example : Navision skill)</p> <p>Navision Dynamic 2009 R2 Microsoft office (Excel, Power-point, MS words) Microsoft outlook (OCM) Primavera Project management AutoCAD / ProE / Solidworks Programmable Logic Controller Programming. Able to read mechanical & electrical drawings</p>
Section V – Recruitment Criteria
(example : Must be a teamplayer)

Interested applicants please send your resume to: Jan Goh,
jan.goh@camelnuts.com or Womson Tan, womson.tan@camelnuts.com