



نخيل العالية
NAKHEEL ALYA

JOB DESCRIPTION

POSITION

Job Title: production supervisor
Direct Manager Job Title: plant manager
BU: Nakheel AL Alya factory
Location: Madinah

Job Summery

Preparing daily production plans and direct supervision of production operations, labour, equipment and products, maintaining product quality, maintaining cost and productivity, and ensuring business is in progress according to plans and budgets.

PRINCIPLE ACCOUNTABILITIES (1-8)

- **Planning, organizing, directing, and controlling production staff and workers and fully supervising the inputs, processes and outputs of production processes.**
- **Setting daily plans for the items to be produced according to the orders received from the warehouse and the sales department.**
- **Full supervision of the inputs and outputs of production processes**
- **Determine the requirements for raw materials and prepare orders for production process inputs and submit them to the Procurement Department.**
- **Ensuring that the occupational health and safety standards are applied in the factory.**
- **Follow-up maintenance work in the production hall by specialists and submit reports on maintenance or replacement of invalid equipment.**
- **Submit reports on everything related to the progress of production operations, achievements and failures to senior management.**
- **- Evaluating the progress of production processes and making the necessary changes aimed at improving the quality of production and reducing time, effort and cost.**

REQUIRED KNOWLEDGE, QUALIFICATIONS & EXPERIENCE

- *Bachelor's degree of Food Engineering / Food Manufacturing or master's degree in business*
- *He should have at least 7 years' experience in the food manufacturing*

JOB CONTEXT

Operating Environment:

- *Dates factory*

Communications & Working Relationships:

- *Interaction with maintenance department as well as with procurement and high management.*

Framework, boundaries, problems & decision making responsibility:

The job holder will be responsible for :

- *All production process, operation, labours and products*

Job Holder Name:

LM Name:

Signature: _____

Signature: _____

Date: _____

Date: _____