



**AFRICA
SUNOIL**



**AFRICA
PALM PRODUCTS**

Incumbent:

Effective date in role:

Signed:

Shift Supervisor

Job Summary

Responsible to execute the production plan made by the business and supervise the production staff throughout the shift. Must be able to oversee multiple activities simultaneously and take ownership of the output of leads and staff working on the team. Also responsible for exhibiting a strong working knowledge of all machinery, equipment, and processes. Must be able to manage and troubleshoot all technological tools used in production. Also expected to work closely with other functions within the facility to execute initiatives.

Position Responsibilities

- Overseeing the manufacturing, transfer process (Warehouse) and procedures in factory production operations
- Evaluating each station of the production process to maintain optimum efficiency
- Enforcing all safety policies on the production floor
- Creating and overseeing employee training to increase production, enhance safe operations and ensure profitability
- Inspecting products for quality and accuracy prior to transfer
- Maintaining communication between management and employees to ensure that necessary policies are understood and followed
- Ensuring that the flow of resources like raw materials is maintained and that production items are delivered as needed and used properly and efficiently
- Analyse staffing requirements and ensure efficient compliance to production schedules and budget for all production process

Qualifications / Experience

- Grade 12 (Essential)
- Diploma or Degree in related field (Desirable)
- 1-2 years' experience as a production supervisor or similar role
- Experience using Microsoft Excel / Google Sheets

Role Competencies

- FMCG, Manufacturing industry experience required
- Proven ability to understand/report operational processes and findings

Directors:

SAA Joosab (Chairman); MHAA Joosab (Executive); AH Moosa (CEO)
Africa Sun Oil | Registration Number: 1997/006387/07 | VAT Number: 4890165972



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- Being effective in situations of pressure

Leadership Standards

- Mirrors the attitude you want your team to have
- Focuses on solving problems instead of dwelling on them
- Rewards value, not time
- Accepts responsibility and learns from mistakes

Skills & Attributes

- Ability to create and adhere to effective schedules
- Strong organisational skills
- Firm understanding of safety regulations
- Ability to complete written reports legibly and accurately
- Strong leadership skills

Key Performance Indicators (KPIs)

- Production document/s are completed and scanned into the shared drive daily
- Production dashboard sheet is completed daily (Amount Produced, Staff used, Tank Dip reading)
- Issues and returns monitored daily
- Follow up with warehouse and procurement team that all raw material stock levels meet the agreed minimum
- Ensure all health and safety protocols are in place including the upkeep of the production area daily

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