

	JOB DESCRIPTION		
	MANUFACTURING OPERATIONS MANAGER (MALAYSIA)		
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Summary

Reporting directly to the General Manager, Asia; indirectly reporting to the Group Vice President, Operations & Finance, the incumbent is responsible for all the departments in the plant.

Responsibilities

- Design and implement plans with AIM Corporate for the effective use of material and labor resources to achieve manufacturing target;
- Supervise the operations of manufacturing personnel to ensure a manufacturing process is within budget and time schedule according to AIM KPI metrics;
- Oversee the hiring, orienting, and training of technical production employees to ensure a competent workforce;
- Conduct daily and weekly meeting with the manufacturing team to ensure operations are in compliance with health and safety standards;
- Monitor the schedule the maintenance of production equipment and machines to ensure efficient operations;
- Analyze and provide solutions to manufacturing challenges or problems;
- Liaise with the quality assurance department to ensure product quality and specifications are consistent;
- Conduct assessments to identify mechanical and procedural limitations that minimize work efficiency;
- Monitor and control a production process to adjust operations in event of a problem;
- Work closely with Corporate to promote continuous improvements in production;
- Ensure EHS in workplace as per statutory requirements and corporate standards;
- Safeguard the company assets;
- Collaborate with marketing and sales staff to implement strategies that will improve the marketability of manufactured products;
- Ensure customer satisfaction on services and products provided.
- Ensure the effectiveness and efficiency of logistics including customer order acceptance, deliveries and warehousing;
- Oversee the procurement of raw materials and equipment required for manufacturing;
- Review personnel performance to determine individuals most suited for promotion;
- Conduct studies and research to discover a more effective approach to production;
- Oversee the regulation of work shift to ensure proper workload distribution;
- Follow all local legal requirements;
- Oversee the costs and quality of outsourcing services.

Supervisory Responsibilities: Production Supervisor, Warehouse keeper, Clerk, Customer Service Coordinator

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Qualifications

- Education: Bachelor's degree in Engineering or Management course;
- Technical Skills: Operating and examining production equipment for faults, planning and staff administrative management skills also required;
- Project Management Skills: Able to handle a manufacturing process to ensure timely and cost-effective production;
- Organizational Skills: They are adept at coordinating the different stages of manufacture to ensure seamless operations;
- Experience in MNC at managerial level;
- Fluent in written and oral English