

## Job Description

**Position:** Assistant Manager, Production

**Location:** Anywhere in Punjab

**Industry:** FMCG/ Food Processing/ Frozen Food Products

### **Job Summary:**

The Assistant Manager of Production for the IQF project will be responsible for assisting in the management and coordination of all aspects of the production process for individually quick frozen food items. This role will involve ensuring efficiency, quality, and safety standards are met while adhering to production schedules and budgets.

### **Responsibilities:**

#### **1. Production Management:**

- Assist in planning, organizing, and overseeing production schedules to meet customer demands and project deadlines.
- Coordinate with the production team to ensure smooth workflow and efficient operations.
- Monitor production processes to ensure compliance with quality standards and regulatory requirements.
- Implement strategies to optimize production efficiency and minimize waste.

#### **2. Team Leadership and Supervision:**

- Provide leadership and guidance to production staff, including training, coaching, and performance management.
- Delegate tasks and responsibilities effectively to ensure objectives are met.
- Foster a positive work environment that promotes teamwork, safety, and continuous improvement.

#### **3. Quality Control:**

- Implement and maintain quality control procedures throughout the production process.
- Conduct regular inspections and audits to identify and resolve quality issues.
- Collaborate with quality assurance team to address product quality concerns and implement corrective actions.

#### **4. Inventory Management:**

- Oversee inventory levels and ensure adequate stock of raw materials and finished products.
- Coordinate with procurement and logistics teams to optimize inventory levels and minimize stock outs or overages.

#### **5. Safety and Compliance:**

- Enforce safety protocols and ensure compliance with health and safety regulations.
- Conduct regular safety inspections and implement corrective actions as needed.
- Investigate and report any accidents or incidents, and implement preventive measures to mitigate risks.

#### **6. Continuous Improvement:**

- Identify opportunities for process improvements and cost reductions.
- Implement lean manufacturing principles to streamline operations and increase productivity.
- Analyze production data and metrics to identify trends and areas for improvement.

#### **Qualifications & Experience:**

- ITI (1 or 2 Year)/ 3 Years Diploma/B.Tech/ B.E.(4 years)/ M.Tech (FT) (4+2)/ B.Sc.- Microbiology (3 Years) with minimum 3 years of active & valid experience in production management within the food industry, preferably in IQF frozen food manufacturing.

#### **Requirements:**

- Strong leadership and supervisory skills, with the ability to motivate and develop teams.
- Knowledge of quality control standards and regulatory requirements applicable to the food industry.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across departments.
- Problem-solving abilities and a proactive approach to addressing challenges.
- Familiarity with lean manufacturing principles and continuous improvement methodologies.
- Proficiency in Microsoft Office Suite and production management software.
- Willingness to work flexible hours as needed, including evenings and weekends.
- Ability to work in a fast-paced environment and handle multiple priorities simultaneously.
- Knowledge of IQF technology and processes is a plus.

#### **Benefits:**

- Competitive salary package
- Health insurance and other benefits as per company policy.
- Collaborative and dynamic work environment.