

# Job Description

**Job Title:** Head Works

**Location:** PAGREXCO Plant, Hoshiarpur

**Reports To:** Senior Management / CEO

## Job Summary

The Head Works will manage all aspects of production, technical operations, administration, and commercial activities at PAGREXCO's Hoshiarpur plant. The individual will oversee bulk processing, IQF (Individually Quick Frozen) products for both B2B and B2C markets, beverage production (Tetra Pack), and culinary products for B2C. The role will focus on ensuring smooth production processes, managing technical and operational aspects, driving business generation, and ensuring that production costs are maintained within budget while ensuring top-notch product quality.

## Key Responsibilities

### 1. Production Management

- Bulk Processing: Oversee the B2B bulk processing and ensuring optimized yield, quality control, and timely delivery to B2B clients.
- IQF Production (B2B & B2C): Manage the production of IQF products, ensuring efficient operations, high-quality standards, and adherence to both bulk (B2B) and retail (B2C) packaging requirements.
- Beverage Production (Tetra Pack): Supervise the production of beverages using Tetra Pack technology, ensuring alignment with consumer demand, product specifications, and regulatory standards.
- Culinary Operations (B2C): Oversee the production of culinary products for retail markets, ensuring adherence to recipes, product consistency, and market trends.
- Ensure that all production processes are streamlined to optimize resource utilization, minimize downtime, and meet output targets.
- Ensure least-cost, maximum-production strategies while maintaining the best quality output.
- Review and analyze data on ideal vs. actual production, identifying causes of any discrepancies and making corrective actions.

### 2. Technical and Operations Management

- Ensure the smooth functioning of plant equipment and machinery, implementing preventive maintenance schedules and managing any technical breakdowns effectively.
- Lead the deployment of advanced technologies for IQF, Tetra Pack, and bulk processing to enhance production efficiency and product quality.
- Coordinate with engineering teams to manage equipment upgrades, process improvements, and installation of new machinery as needed.
- Develop and monitor key operational metrics, including production efficiency, wastage rates, and capacity utilization
- Implement strategies to reduce wastage during production and other operational activities and set benchmarks for wastage levels and work towards achieving 'zero waste' production processes.
- Oversee daily operations and ensure cost-effective measures are implemented and ensure the optimal operation of boilers and coal combustion for energy efficiency.

### **3. Cost Control & Budget Management:**

- Maintain production costs within the established budget and to ensure all operations are conducted with maximum efficiency and minimum cost.
- Monitor and control expenses related to raw materials, labor, energy consumption, and packaging materials.
- Analyze cost-to-production ratios and identify areas for further cost optimization without compromising product quality.

### **4. Quality Control & Compliance**

- Implement stringent quality control measures across all production lines, ensuring that all products meet industry standards and certifications.
- Ensure compliance with food safety regulations, including FSSAI, HACCP, and other relevant local and international certifications for bulk processing, IQF, and beverages.
- Conduct regular inspections and audits to maintain high standards of hygiene, quality, and operational safety.
- Work closely with the quality assurance team to ensure product consistency and to address any quality-related issues promptly.
- Lead investigations and corrective actions in the case of product quality rejections, ensuring accountability.

### **5. Business Generation & Commercial Oversight**

- Identify and pursue new business opportunities, focusing on B2B and B2C markets for IQF goods, beverages, and culinary items.
- Work closely with the sales team to develop and execute strategies for expanding the plant's market reach.
- Build and maintain relationships with key clients, distributors, and stakeholders to grow the business.
- Oversee cost management strategies, ensuring production budgets are met and profitability is maximized.
- Support product development initiatives to tap into emerging trends and customer preferences in the industry.
- Support and implement business strategies to increase production capacity in alignment with PAGREXCO's growth goals.
- Collaborate with the sales and marketing teams to ensure proper packaging material usage, minimizing wastage and ensuring cost efficiency.

## **6. Leadership and Team Management**

- Lead and manage a diverse team of supervisors, technicians, and plant operators, ensuring a high level of motivation, efficiency, and collaboration.
- Define team goals and ensure that individual performance is aligned with the plant's overall strategy and operational goals.
- Facilitate continuous training and development for staff, focusing on production techniques, safety procedures, and technical skills.
- Foster a culture of innovation and process improvement within the team, encouraging the use of new technologies and practices.

## **7. Health, Safety, and Environment (HSE)**

- Implement and enforce strict safety protocols to ensure a safe working environment for all employees.
- Regularly review and update safety procedures to comply with both internal policies and external regulatory requirements.
- Conduct safety drills and training to minimize risks and ensure that all staff members are aware of emergency procedures.
- Drive sustainability initiatives, focusing on reducing waste, improving energy efficiency, and promoting environmentally responsible practices.

## **8. Administration and Reporting**

- Manage administrative functions such as workforce scheduling, inventory control, and plant-level governance.
- Prepare and present reports on production performance, budgetary expenditures, and operational efficiency to senior management.

- Ensure timely and accurate record-keeping for all production activities, maintaining transparency and accountability.

#### **9. Coordination & Communication:**

- Work closely with the Sales & Marketing team to align production schedules with market demand and packaging material needs.
- Collaborate with other departments, including procurement, logistics, and finance, for smooth plant operations.

#### **Skills and Qualifications**

- **Education:** B.Tech/B.E. in Food Technology/Engineering, Industrial Management, or a related field.
- **Experience:** Minimum of 10-15 years of experience in food processing (IQF, Beverages, Culinary) with a strong background in bulk processing and at least 7 years in a Senior Plant Management/ Technical & Operations role.
- Proven expertise in managing large-scale production environments, including bulk processing, IQF technology, and Tetra Pack systems.
- Strong leadership skills with the ability to manage cross-functional teams and drive performance.
- In-depth understanding of regulatory frameworks such as ISO 22000, 54110, 9001, FSSAI, USFDA, GMP and HACCP standards.
- Proficient in production management software and ERP systems.
- Excellent communication, negotiation, and problem-solving skills.

#### **Key Performance Indicators (KPIs)**

- **Production Output:** Meeting production targets for bulk processing, IQF products, and beverages.
- **Quality Standards:** High adherence to product quality and food safety regulations.
- **Cost Efficiency:** Managing production costs within budgetary limits.
- **Operational Efficiency:** Maximizing production capacity utilization and minimizing downtime.
- **Team Performance:** Achieving high productivity and low employee turnover.
- **Compliance:** Ensuring full compliance with safety and environmental regulations.