PUNJAB AGRI EXPORT CORPORATION LIMITED (PAGREXCO)

JOB DESCRIPTION – MANAGER (PRODUCTION)

Position Level: Managerial
Location: Abohar, Punjab
Reporting To: Plant Head, Abohar

1. Job Purpose

The Manager (Production) shall be responsible for planning, supervising and controlling the overall production operations of the Fruit & Vegetable Processing Plant, ensuring achievement of production targets with optimum utilization of manpower, machinery and materials while maintaining quality, food safety, safety and cost-efficiency.

2. Educational Qualification

M.Sc./B.Tech. in Food Science/ Food Technology or equivalent relevant qualification from reputed institution or university.

3. Experience

Overall 12 years' relevant experience in production operations, with minimum 7-8 years' relevant experience in a suitable position in an aseptic processing line. The candidate should have practical and demonstrable experience in handling multi-fruit and vegetable processing lines, production planning, manpower management, process efficiency, yield improvement and cost control.

4. SAP / ERP Competency

The candidate should be well conversant with SAP systems and their application in production planning, material consumption, inventory coordination, production reporting and related plant operations. Candidates having hands-on experience of working in SAP in a manufacturing/food-processing environment shall be given preference.

5. Key Responsibilities and Duties

1. Lead, supervise and control the overall production activities of the Fruit & Vegetable Processing Plant.
2. Prepare production plans in coordination with sales, stores, purchase, QA/QC and other concerned functions and ensure timely execution.
3. Ensure achievement of daily, shift-wise, monthly and annual production targets in accordance with approved plans.
4. Ensure optimum utilization of manpower, machinery, raw materials, packaging materials, utilities and other production resources.
5. Ensure consistent product quality and adherence to approved process parameters, formulations, specifications and work instructions.
6. Monitor process efficiency, production yield, material consumption, downtime and productivity and identify opportunities for improvement.
7. Plan and manage shift-wise production activities and ensure adequate deployment of manpower and resources.

8. Maintain and review production records, batch records, production reports, material consumption records and other operational documentation.
9. Coordinate with QA/QC, Maintenance, Stores, Purchase, Dispatch, Utilities and other departments for uninterrupted production operations.
10. Ensure compliance with quality, food safety, hygiene, occupational safety and applicable statutory/regulatory requirements.
11. Identify process losses, wastage, rework, downtime and other operational inefficiencies and implement measures for cost control.
12. Drive continuous improvement in production processes, productivity, yield, capacity utilization and operational efficiency.
13. Plan manpower requirements, deploy production personnel effectively and monitor performance and discipline within the production function.
14. Monitor plant performance against production plans and take timely corrective action for deviations and operational bottlenecks.
15. Ensure safe working practices, proper use of PPE and compliance with prescribed plant safety procedures.
16. Coordinate production trials, new product/process development and process validation activities with QA/QC and other departments.
17. Monitor availability and readiness of machinery and coordinate with Maintenance for preventive and breakdown maintenance requirements.
18. Review production-related MIS and provide periodic reports, analysis and recommendations to the Plant Head/competent authority.
19. Support implementation and effective use of ERP/SAP-based production and material management processes.
20. Perform any other production/operations-related duties assigned by the competent authority.

6. General Responsibilities

- Maintain professional conduct, discipline and confidentiality in all matters relating to the Corporation.
- Coordinate effectively with concerned departments and officers for smooth functioning of the assigned area.
- Comply with applicable Corporation policies, SOPs, statutory requirements, safety requirements and instructions issued by competent authority.
- Maintain accurate records and submit reports/returns within prescribed timelines.
- Use Corporation resources responsibly and contribute towards operational efficiency, cost control and continual improvement.
- Perform any other duties and responsibilities assigned from time to time by the competent authority.

7. Core Competencies

- Production planning and control
- Plant operations management
- Manpower management
- Yield and productivity improvement
- Cost and loss control
- Problem-solving and decision-making
- Cross-functional coordination

Performance Expectations

- The incumbent shall ensure timely completion of assigned responsibilities and maintain accurate, auditable records.
- The incumbent shall promptly escalate matters that may affect quality, production, safety, statutory compliance, security or Corporation property.
- The incumbent shall work collaboratively with concerned departments and comply with all applicable Corporation policies, SOPs and instructions.
- The incumbent shall contribute to continual improvement, efficiency, discipline and achievement of organizational objectives.