

Aurum Precast Sdn Bhd

Job Title:	Production Supervisor	Job Category:	Staff
Function / Sub-Function:	Precast	HRIS Position Code:	
Company:	Aurum Precast Sdn Bhd.	Location:	Johor
Job Grade:	NEG1	Position Type:	Full-time
Travel Required:			
Reporting to	Production Engineer		
Department Headcount			
Probationary Period	3 Months		

Roles and Responsibilities (Limit to 8)

The Production Supervisor is responsible for inspecting and supervising all daily production activities and checking on the finished products, ensuring compliance to project and quality specifications.

A summary of the responsibilities of this position are, and not limited to, as follows:

- To monitor and supervise workers to ensure compliance with standard operating procedures
- To ensure end-product meets client/project's specification & quality requirements
- To supervise & perform monitoring of Sub-contractors' work daily
- To ensure timely and accurate completion of documentation (e.g. checklist) & record-keeping throughout entire production process
- To ensure workers acquire proper usage and return of tools for the right production activities
- To ensure proper housekeeping in the production area
- To monitor/control material usage & wastage
- Adherence to safety practices in the work place

Value Add of Position

- Strong interpersonal skill and able to develop positive relations with different stakeholders
- Ability to assess and provide feedback on optimal production feasibility on production capacity and production schedule/output (E.g. If production capacity is able to meet production targets)

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QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Education: Minimum SPM
- Experience: Minimum 2 years of experience or completion of 1 related project cycle
- Prior experience in PPVC projects will be an added advantage

TECHNICAL COMPETENCIES

- Basic knowledge of PPVC structural and/or Archi fit out works