


JOB DESCRIPTION	<b>2M Manufacturing Ltd</b> 
Job Title	Production Manager
Job Holder	
Department	Operations
Reports to	Site Manager
Deputy	(Site Manager covers role when Production Manager is not available)
Job Role Description	<p>Management of 2M Manufacturing Department.</p> <p>To ensure the Production Plant operates in a safe manner and manufactures products in line with specific quality and customer requirements.</p> <p>Ensure Maintenance activities are carried out according to schedules.</p> <p>Deputise for Site Manager during absence from site.</p>
Duties and responsibilities	EHSQ
	<ul style="list-style-type: none"> <li>• To be conversant and comply with all relevant Health, Safety, Environmental and GMP requirements published by the Company.</li> <li>• Carry out all processes in accordance with the Company's ISO procedures and work instructions.</li> <li>• To operate in a safe and responsible manner at all times.</li> <li>• Be aware of and understand the Major Accident Prevention Policy (MAPP) and ensure that any responsibilities allocated under the COMAH Regulations are undertaken</li> <li>• Wearing of Personal Protective Equipment in the manner for which it is designed, ensuring it is kept clean and report defects to line manager.</li> </ul>
	Role
<ul style="list-style-type: none"> <li>• Dealing with commercial aspects of the business including: Regular contact with Business Managers on issues involving new business, pricing queries, customer requirements and by their request contacting customer's direct.</li> <li>• Monitor Production Schedules for Reactors B10, B11, B21 and R9, Crafted and Xampla and empowering your team to be accountable for development and execution under your guidance and instructions.</li> <li>• Maintain Raw Material Stock levels; raise Purchase Orders when necessary and Goods Receipt deliveries on ERP systems.</li> <li>• Working with the Site Manager, Maintenance Engineer and to create and maintain the Maintenance Plan.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ensure Plant Equipment is maintained within the scheduled period.</li> <li>• Management of warehouses on ERP, ensuring accuracy against actual physical quantities in locations and bulk tanks.</li> <li>• Create and print labels from the Labelling Software Programme for all products.</li> <li>• Ensuring that factory capacity is maintained at the necessary levels considering staff Holidays, sickness and other absence cover you may need throughout the year.</li> <li>• Managing lead times in consideration of capacity and optimal use of resources. To work with your team, support and develop employees when needed.</li> <li>• Ensure all staff training is completed and continuously updated.</li> <li>• Creating, Implementing and Training of Standard Operating Procedures together with Site Manager, Process Operators &amp; QC Department.</li> <li>• Maintain high standards of housekeeping throughout the department.</li> <li>• Making yourself familiar with and follow all company procedures and regulations, reporting any dangers, near misses or hazards you encounter to your Coordinator/Line Manager</li> <li>• The hours of work are Monday to Friday, 08:30 – 17:00 based on a 37.5 hour working week, with a 60 min unpaid lunch.</li> <li>• Review budgets, with views of reducing costs.</li> <li>• Carry out PPMP for all Production Staff</li> </ul>
	<p><b>Support Duties</b></p>
	<ul style="list-style-type: none"> <li>• Support the Management Team / Emergency Response Team in the event of an Emergency Response (spillage, fire, accident / incident etc).</li> <li>• Support other 2M Manufacturing departments.</li> <li>• Carry out minor maintenance work within scope of capabilities.</li> <li>• Permit-to-Work Officer – issue PTW's</li> <li>• Provide cover to other shift personnel when necessary.</li> <li>• Stock check warehousing when necessary.</li> </ul> <p><u>Support the Production Department as and when necessary to carry out the following tasks:</u></p> <ul style="list-style-type: none"> <li>• Blending of products via use of ERP Batch Sheets and Work Instructions.</li> <li>• Filling of finished and bulk goods using various filling/packing equipment.</li> <li>• Unloading deliveries of Raw Materials, checking delivery note against goods and Purchase Order.</li> </ul>

	<ul style="list-style-type: none"> <li>• Loading / Unloading Tankers of Raw Materials / Finished Goods.</li> <li>• Put away of inwards goods.</li> </ul> <p><u>Support the Quality Control Department as and when necessary to carry out the following tasks:</u></p> <ul style="list-style-type: none"> <li>• Carry out Quality Control testing of batches in line with Work Instructions and Specifications.</li> <li>• Calibrate Quality Control Equipment as and when necessary in accordance with calibration procedure.</li> <li>• Sampling the QC Laboratory with representative batch samples and samples for microbiological testing.</li> </ul> <p>Monitor Effluent plant and chemicals in line with Water Authority Consent Limits.</p> <ul style="list-style-type: none"> <li>• In addition to the duties / responsibilities listed the jobholder is required to perform other duties assigned by the manager from time to time.</li> </ul>	
Skills, competencies and experience	<p>Excellent oral and written communication skills. Should have the ability to work on own initiative or as part of a team.</p> <p>Leadership experience Experience in a FMCG manufacturing environment Environmental Awareness. Trained in the use of FLT's Trained in the use of QC Methods Trained in the use of ERP systems Time management and organisational skills. Flexible and adapt well to change. Problem solving skills. Strong attention to detail. Able to prioritise own workload PC literate in Word, Excel and Outlook.</p>	
SIGNATURES		
EMPLOYEE		DATE:
LINE MANAGER		DATE: