**JOB DESCRIPTIONS**

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| Job Title: Production Supervisor Liquid & Powder  | Department: Production  |
| *SIKA is a multinational company, with head office in Switzerland. 24,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 18 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.*  |

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| **Location**  | Sika Factory, Sankat Prek Kampeus, Khan Dangkor, Phnom Penh  |
| **Reporting To**  | Operation Manager  |
| **Immediate** **Subordinates:**  | Foremen, Production Leader & Worker  |
| **Overall** **Responsibilities**  | Responsible for the operation of Liquid & Powder production plans to achieve the production objectives and targets.  |
| **Specific duties:**  | * To ensure that the liquid & powder production processes and outputs are in line with the plans and standards by carry out the daily liquid & powder production plan.
* To ensure that all concerned processes and procedures as directed under the Quality System are strictly followed and ensure health & safety rules and Environment Management System are observed.
* To receive raw materials for liquid/powder production upon arrival and ensure that they are complied with the details stated in the delivery document by monitor stock level for liquid/powder raw materials and advice for its purchasing.
* To draw Production Manager’s attention to the Simi Quarantine products and ensure that equipment is at all times kept at tip-top working condition and workforce is utilized at utmost efficiency. “That includes the filling line as well”
* To maintain production area for liquid/powder raw materials in neat, tidy, good, and safe condition and ensure that the resources saving policy is popular to all staff and is strictly observed.
* To take a role in inventory count as well as to solve stock discrepancy To coordinate with Maintenance Department to ensure effective maintenance works are carried out.
* To provide supervision and training to all staff according to their functions, skills and QEHS and build up and maintain staff morale, relationship, and teamwork.
* To advice Production Manager on any improvement on efficiency and productivity of all production lines in order to control the disposal of waste and make sure that it is in line with Sika’s and legal requirement and to keep confidential company’s business information and documentation
* Tasks as may be assigned by the Production Manager/Operations Manager/ Managing Director.
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| **Minimum** **requirements:** | * Educational standard: university graduate or equivalent (Electricity, Mechanical and Industrial)
* Experience: at least 3 years’ experience in production management.
* Technical knowledge: trained or experienced in electrical and mechanical field, computer for office and stock control, English at intermediate level.
* Hard-working, highly reliable, smart, and interpersonal skills.
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