

JOB DESCRIPTIONS

BUILDING TRUST



Job Title: Production Supervisor Liquid & Powder	Department: Production
<p><i>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.</i></p>	

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:	<ol style="list-style-type: none"> 1. To carry out the daily liquid & powder production plan. 2. To ensure that the liquid & powder production processes and outputs are in line with the plans and standards. 3. To ensure that all concerned processes and procedures as directed under the Quality System are strictly followed. 4. To ensure health & safety rules and Environment Management System are observed. 5. To receive raw materials for liquid/powder production upon arrival and ensure that they are complied with the details stated in the delivery document. 6. To monitor stock level for liquid/powder raw materials and advice for its purchasing. 7. To draw Production Manager's attention to the Simi Quarantine products. 8. To 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" 9. To maintain production area for liquid/powder raw materials in neat, tidy, good, and safe condition. 10. To ensure that the resources saving policy is popular to all staff and is strictly observed. 11. To take a role in inventory count as well as to solve stock discrepancy. 12. To coordinate with Maintenance Department to ensure effective maintenance works are carried out. 13. To provide supervision and training to all staff according to their functions, skills and QEHS. 14. To build up and maintain staff morale, relationship, and teamwork. 15. To advice Production Manager on any improvement on efficiency and productivity of all production lines. 16. To control the disposal of waste and make sure that it is in line with Sika's and legal requirement. 17. To keep confidential company's business information and documentation 18. Tasks as may be assigned by the Production Manager/Operations Manager/ Managing Director.

Minimum requirements:	<ul style="list-style-type: none">• 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.• Age: at least 26• Hard-working, highly reliable, smart, and interpersonal skills.
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