

Job Description

Position : Section Head – Production Control /& Planning
Reporting line : Senior Manager - Operations
Location : Selangor, Malaysia
Segment : Healthcare

Responsibilities:

- Safety – enforce safe work practices, lead teams to achieve safety targets
- Lead, manage & coach Production (& Planning) team/s towards achievement of common goals
- Accountable for Production (& Planning) team/s' competency through learning & development & periodic assessment
- Lead & facilitate effective collaboration of Production (& Planning) function/s with other functional areas
- Accountable for overall performance of production (& planning) functions- including but not limited to: Monthly Sales Target, Operational & Yield Ratios, Output/Productivity, OTC, OTD, Lead Time fulfilment, Product Quality expectations as per customer specifications/validated process parameters/SOP, timely realization of new products, operable production schedules, Cost-Take-Out targets, etc.
- Inventory Management & Control – review/control finished good and WIP inventory, ensure no creation of aged inventory; lead monthly stock counts, responsible for investigation & resolution of variances and improve process for recurrence
- Plant, equipment, and environment management – ensure orderliness of plant at all times in accordance with GMP, production equipment are maintained in working condition and operations within safety standards
- Ensure effective & efficient use of resources (overhead expenses, manpower, overtime, etc.)
- Reporting responsibilities: Operations KPI (weekly Ops Meeting), Monthly Operations Report (by 3rd work day of the following month),
- Participate in strategic planning, annual operating planning and periodic reviews & updates
- Participate in product, process and equipment validation, quality management & improvement initiatives & meetings.
- Continuous Improvement Initiatives – lead WCOM & other continuous projects to improve all aspects of operations through innovative thinking and preventive actions

Requirements:

- A recognized degree/advanced diploma in Manufacturing, Engineering, Science or technical discipline
- 4-6 years of experience in manufacturing with **at least 3 years in leader role**

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- Basic manufacturing knowledge in 7 QC Tools, 5S, SPC, TPM, DOE, and experience in implementing SGA (Small Group Activities), Shop Floor Control, and/or QCC (Quality Control Circle). Knowledge of MPS (Master Production Scheduling) and Production Planning will be an added advantage
- Practical knowledge in QMS, ISO 9001, Six Sigma, Lean Manufacturing, Total Production System or other methodologies preferred
- Demonstrated ability to lead, motivate and coach teams from all levels, qualifications and backgrounds, and able to work in a fast-paced environment, familiar with Malaysian workforce (Multi-ethnic) environment.
- Self-motivated, confident, tact, resourceful, assertive but good listener, able to embrace diverse opinions and resistance to change in a balanced manner
- Good command of English and Bahasa Malaysia

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