



Position Description

Vacancy Title: **Factory Manager**

Location: **Wailada**

Reports To: **None**

Objective

The Factory Manager Alfa is accountable for the leadership, management and control of all activities within Alfa Pte Limited in accordance to the strategic direction of the CJ Patel Group and APL's commercial viability, product quality, people safety and environmental sustainability. This position reports to the Group General Manager Manufacturing, CJ Patel Pte Limited.

Outcomes

Organisational Stakeholders

1. Alfa Pte Limited growth and profitability managed in line with business targets

- Annual budgets prepared and managed
 - Sales targets are achieved and managed
 - Department costs managed
 - New product planning meets consumer demand at all times
 - New and innovative products created on an on-going basis
 - Promotions managed in accordance with business plan
 - New initiatives for competitive operation developed and implemented on a timely basis
 - Market Studies for competitor products managed
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2. Strategically Focused Organisation

- Commercial viability ensured
 - Manufacturing and operational plans developed and implemented to ensure maximum capacity utilization
 - Policies, programs and objectives affecting the schedule, quality and cost of manufacturing products formulated on an accurate and timely basis
 - Corporate risk management plan ensured
 - Corporate image of the organization managed
 - Public relation strategies developed and implemented to optimize relationships with stakeholders
 - Supplier relationship for all plant inputs managed
 - Stakeholders managed
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3. Operations management ensures continuous improvement and productivity

- Factory operations optimized at all times
 - Factory production is optimized at all times
 - Production issues identified and rectified on a timely basis
 - Technological advances
 - Good manufacturing practices to be developed, implemented and managed at all times
 - New manufacturing initiatives
 - Application of lean principles to factory operational processes ensured
 - Compliance to company processes and standards and on-time product delivery ensured through working closely with sales, marketing, distribution and Group functional teams
 - Best outcomes for the business ensured
 - Inventory level optimized at all times
 - Machines are maintained for production reliability at all times
 - Preventative maintenance plan is implemented and ensured at all times
 - New projects are identified, communicated and implemented in a timely manner
 - Quality assurance sections managed ensuring quality conformance
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4. Regulatory and Operationally compliant organisation

- Production is compliant with Quality standards, processes and procedures at all times
 - ISO standards and Standard Operating Procedures (SOP's) ensured on an on-going basis
 - Third-party contractors compliant at all times
 - Good Manufacturing Practices (GMP) developed, implemented and managed on an ongoing basis
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5. Well informed management

- Production plans prepared and implemented on a timely basis
- Operational report is prepared in a timely fashion, is complete and accurate
 - Sales, profits, production
- Management reporting is complete, accurate and timely
 - Weekly reports to Group General Manager Manufacturing
 - Monthly reports to COO/CFO/CEO submitted timely and supports business decision making
 - Quarterly management and board meetings
- Factory level meetings conducted on a regular basis

6. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision of and professional guidance to all staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with management and HR Department
- Succession planning ensured

7. Safe work environment promoted and ensured at all times

- Work place safety is ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems promote zero workplace injury at all times
 - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
 - Systems assist in the identification and elimination of work place hazards on an on-going basis

8. Alfa Limited's values upheld and promoted at all times

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Business Administration, Manufacturing/Production/Logistics	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Business Management or Administration	

Work Knowledge and Experience

Strong Communications and documentation skills and computer literate

At least 5 years of work experience in a similar leadership capacity in manufacturing sector

Demonstrable experience in autonomously developing, leading and managing teams

Track record of driving a performance and safety culture, by ensuring employees are held to account to company expectations in all areas consistent with the company's values

Proven experience managing all aspects of a manufacturing process, demonstrating a hands-on approach to solving problems, ensuring quality and production goals are met

Capability to set and implement standards, procedures and processes to ensure that high-quality products are produced, meeting our customer's expectations

Experience embedding a continuous improvement culture, in conjunction with championing lean operational principles

The ability to work under pressure, showing resilience and the capability to juggle competing priorities, whilst working collaboratively with all stakeholders.

Requirements

Language Proficiency

Excellent Command of English (verbal & written)

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	Management Team	
	Board of Directors	
	Group General Manager Manufacturing	
	Human Resources Officer	
External		
	Customers	
	Regulators	
	Suppliers	

Attributes

Behavioural Styles

Innovative	Devises new and creative ways to do things comes up with original ideas.
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Well organised	Controls tasks in a well thought out and critical manner.
Decisive	Reaches conclusions, promptly and firmly.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

Online or via LinkedIn

Contact for Enquiries

Contact Name: Human Resources Department

Contact Email: careers@cjpatel.com.fj

Further Contact Information: --

Closing Date: 15 Feb 2025