

Position Description

Vacancy Title: Production Supervisor v (1.00) [Ba - Fiji]

Location: Ba - Fiji

Reports To: Production Manager (v 1.01)

Objective

The Production Supervisor is responsible for running the day to day Production at Southern Cross Foods Pte Limited. This position reports to the Production Manager, Southern Cross Foods Pte Limited.

Outcomes

Organisational Stakeholders

1. Production ensured

- Production plan achieved on a daily basis
- Production related sundries and materials planned on an on-going basis
 - Delays in production minimized at all times
- Production ensured
 - Monthly reviews ensuring production operation is as per Standard Operating Procedures (SOP's)

2. Statutory and Operationally compliant

- Compliance with all statutory and regulatory requirements ensured
- Compliance with regional/international quality standards and product specification requirements ensured
- Compliance with HACCP ensured
- Compliance with standard operating procedures ensured
 - First Time Release (FTR), On Time Release (OTR) and First Time Quality (FTQ) ensured
- Compliance with relevant risk management tools of the company ensured
- Audit recommendations implemented accurately and on a timely basis
 - Food Safety Management Systems (FSMS) audit gaps
- Customer product complaints managed
 - Root-cause analysis conducted on a accurate and timely basis

3. Well informed management

- Daily, weekly and monthly reports provided on an accurate and timely basis
 - Break downs and stoppages
- Periodic information/data requests by management addressed in a timely manner and accuracy of information maintained at all times

4. 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
- Good Manufacturing Practices ensured
- Succession planning ensured

5. 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

6. Southern Cross Foods 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	
Risk Management	Analyse and manage risk.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification	Discipline	Notes
Preferred		
Certificate	Manufacturing/Production/Logistics	Manufacturing
Desirable		
Diploma	Manufacturing/Production/Logistics	

Work Knowledge and Experience

- At least three years' experience in a similar position within a food manufacturing company
- Knowledge of Quality Assurance processes as it relates to production
- Knowledge in Food safety management system, Good manufacturing practices, labor handling, route cause analysis
- Analytical thinking ability and proper communication skills
- Computer literate and good documentation skills

Requirements

Regulatory Compliance Requirements

- Driver's License

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Finance Team	
	Engineering Team	
	Production Team	

Type	Interaction	Comments
	Quality Assurance Team	
External		
	Suppliers	
	Customers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.
Forthright	Speaks out frankly without hesitation, showing a direct manner.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

apply online

Contact for Enquiries

Contact Name: Pritika Kumar

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Further Contact Information:--

Closing Date: 04 Feb 2026