

**We are hiring a Procurement & Production Coordinator to ensure that high-quality products and works are delivered within a satisfactory timeframe while operating in accordance with legal provisions and meets H&S standards.**

### **Main Duties**

1. Assessing project and resource requirements to complete production & installation
2. Planning and organising production schedules
3. Overseeing production processes
4. Compare and evaluate offers from suppliers
5. Selecting, ordering, and purchasing materials
6. Negotiate contract terms of agreement and pricing
7. Managing & supervising a team of technical staff
8. Conduct daily meetings to keep track of production schedules
9. Lead weekly working meetings with all the team
10. Ensuring clear communication internally and with customers about deliveries, delays and outages etc.
11. Identify delays and accordingly adjust schedules to meet deadlines and re-negotiating timescales or schedules as necessary.
12. Ensuring that health and safety regulations are met
13. Ensure that finished products meet quality standards and customer specifications.
14. Determining quality control standards while taking appropriate corrective action measures to resolve deficiencies.
15. Organising the repair and routine maintenance of production equipment
16. Organizes and participates in training sessions
17. Resolve production issues and escalate unresolved issues to management promptly.
18. Resolve all site issues swiftly

### **Other Job-related skills**

1. Adapt to a varied clientele
2. Adapt to changing situation
3. Be able to work effectively under pressure.
4. Problem analysis resolution
5. Take quick initiatives and decisions
6. Plan work methodically
7. Be rigorous and disciplined
8. Be respectful of the rules
9. Strong interpersonal and communication skills

### **Requirements - Education & Experience**

1. Minimum Diploma holder
2. Minimum of 3 years experience in procurement or production.
3. Proficient computer skills (MS Office, Internet etc)

**Place of work:** Calebasses

Salary Package ranges Rs 20,000 – 25,000 depending on experience.