

# Production Supervisor

**Location:** Dongguan

**Sector:** Luxury, Beauty & Cosmetics

**Starting date:** ASAP

**Report to:** General Manager

**Job Reference:** CDS-2024-033

## ABOUT THE COMPANY

Our client is an international Group expert in POP (point-of-purchase advertising), shop fixtures and retail design. They design and produce POP publicity materials and multi-material commercial furnishings as well as displays, boxes, commercial furniture and showcases of Prestige in Watchmaking, Jewelry, Ready-to-Wear and Luxury accessories.

## RESPONSIBILITIES

### Production Management

- Plan, organize, and manage the daily workflow in the workshop to meet production targets and deadlines
- Supervise and coordinate the activities of all the production staff
- Implement and maintain production schedules, ensuring optimal resource utilization

### Quality Control

- Conduct random quality checks on semi-finished and on finished products to ensure they meet company standards and client specifications
- Implement and enforce quality control procedures throughout the production process
- In case of any quality issues found in production or at the customer, work and cooperate with quality and project departments to identify the root cause of the issue and put in place preventive actions to avoid re-occurrence

### Equipment Maintenance

- Oversee and plan the maintenance and repair of workshop equipment to ensure optimal functionality
- Schedule routine equipment inspections and coordinate necessary repairs or replacements
- Collaborate with the procurement team to source and purchase spare parts and new equipment when needed

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### Team Leadership

- Provide leadership and guidance to the production team, fostering a positive, collaborative and respectful working environment
- Conduct regular team meetings to communicate goals, objectives, and address any concerns
- Ensure the respect of all rules, processes and instructions in place. In case of issue, understand why it happened and put in place actions so it does not happen again (for example, if an instruction does not make sense, it needs to be updated, but if the employee does not have a good reason not to follow the rules, the employee needs to be punished according to the Company Handbook)
- Facilitate training programs to enhance the skills and knowledge of workshop staff

### Safety Compliance

- Enforce and promote a culture of safety in the workshop, ensuring compliance with all relevant safety regulations
- Prepare documentation related to HSE to be used in the workshop, for example PPE instructions
- Conduct regular safety audits and implement corrective measures as necessary

### Inventory Management

- Monitor and manage indirect material inventory levels to prevent shortages or excesses
- Coordinate with the procurement team to ensure timely replenishment of materials

### Product and process knowledge

- Be familiar with all processes and products manufactured inhouse

### Audit & certifications

- Be part of the team preparing audit and various certifications (ISO9001, ISO14001, ISO45001, SMETA...)

### Others

- Other tasks as defined by management

## **REQUIREMENTS**

- Bachelor's degree in a relevant field or equivalent work experience
- Proven experience in a supervisory or management role within a manufacturing or production environment
- Experiences in small and medium-sized enterprises and foreign enterprises
- Preferred experience in luxury industry and/or low volume high diversity industry and/or display manufacturing industry and/or low automated industry

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- Good spoken and written English Level
- Skilled in using Word, Excel, PPT, Outlook. Able to use Pivot Tables and Formulas in Excel
- Strong understanding of multi-material products (wood, plastic, metal...) manufacturing and processes (CNC machining, laser cutting, painting, silk screen printing, assembly...)
- Excellent communication and negotiation skills
- Ability to lead and motivate a team to achieve production targets
- Excellent organizational, problem-solving, and decision-making skills
- Familiar with industrial Health, Safety and Environmental requirements
- Familiar with industrial quality standard and tools
- Familiar with Lean, 5S, Kaizen... and other continuous improvement tools

## APPLICATION

Please send your resume and your motivation letter to:

[sc-recruitment@ccifc.org](mailto:sc-recruitment@ccifc.org)

**Mail subject:** Your name | Job title - location [Job reference]

Ex. Your name | Production Supervisor - Dongguan [CDS-2024-033]

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