

AGENSI PEKERJAAN SGR SDN BHD (Co. No. 1338397-X) **JTKSM 898C SIRI 0466**

Dated: 18.08.2020

Location : Johor

Job Title: Operation Manager

Department: Management

Salary Offer: RM 3000 - RM 7000

Working days: 6 day per week

Working hours: 8 hours

Age : 20-45

OverTime: (OT paid as and when required)

Working Condition: Air - condition

Time: 8.00am – 5.00pm

Full / Part Time / Contract : Long Term

Job Description : **Operation Manager**

Qualification:

- Bachelor's degree in business administration or subject related to industry or equivalent
- 5 years of working experience relevant to specific industry often preferred

Responsibilities/Objectives:

- Improve the operational systems, processes and policies in support of organizations mission – specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of Operation department (Production, QA/QC, Store and NPD), through improvements to each function as well as coordination and communication between support and business functions.
- Set and maintain productivity and quality standards.
- Implement quality management system-ISO 9001, environmental management system ISO14001, occupational safety and health management system OHSAS18001 and regulatory compliance strategies.
- Oversee sales departments and assess that they are meeting customer satisfaction goals.
- Co-ordinates with the quality assurance personnel to ensure that the goods meet an acceptable standard and generate positive feedback from customers.
- Oversee overall management, planning, systems and controls.
- Oversees the steps that comprise the supply chain process, planning, development, manufacturing, logistics and distribution.
- Contribute to short and long-term organizational planning and strategy as a member of the management team.

- In-charge daily meeting and weekly operation meeting to ensure smooth operation of various processes that contribute to the production of goods and services of an organization.
- Conduct office management tasks.
- Implement measure to provide motivation for employees
- Prepare,revise and submit reports,and other documentation.
- Communicate information to the departments filtered for management
- Cost reduction and process and employee review is needed to ensure that the process stays cost effective
- Manage the relationships between many different vendors and must keep the material or services flowing smoothly.Relationship building is important in maintaining this high level of service and quality.
- To ensure all materials,supplies services and equipment purchases are to be executed efficiently for the best total cost management,which includes supplierdelivery performance,quality,cost,and service
- Coordinates and analyzes material forecasts for efficient and timely replenishment while managing to increase inventory turns and reducing inventory total cost.
- Train,develop,mentor and assist her subordinates in all of the departments that fall within the operation and supply chain process.It is essential that the variouscomponents of the team function effectively.
- Work with Engineering team,HR/Admin and Finance to achieve company goals.
- Risk management activities are carried out effectively within the MTD Industries.
- Ensure the 5S activities and safety regulations are adhered to.
- Others duties assigned by the Managing Director from time to time.