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| Position Title: | Head of Production |
| Department: | Production |
| Directly reports to: | General Director |
| Direct Reports: | Tbd |

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| Job Summary | The Head of Production is responsible of our Production Department at our new factory. |
| Key Tasks and Responsibilities | <ul style="list-style-type: none"> • Implement specific procedures and company regulations in production-related areas (mixing, production, converting...). • Monitor the production processes and adjust schedules as necessary. • Manage Production Department staff (production engineers, shift leaders, and operators), including training, supervising, coaching, motivating, evaluating performance and report on personnel matters (e.g., work attitude, disciplinary issues). • Ensure organization, supervision and optimization between the departments in respect of: <ul style="list-style-type: none"> - work organization/ planning (= limiting downtimes/ waiting times) - quality standards - requested/ planned quantities - cost efficiency - delivery timelines - safety standards - environmental standards - waste reduction target - maintenance requirement/ program • Manage production resources (materials, spare parts, consumables, energy, etc.), monitor material consumption and determine the necessary resources required for production. • Analysis and resolve production issues. • Research and implement process improvements. • Handle the administrative aspects of the departments. • Ensure compliance with internal/ external legal standards and/or regulations governing the Company and/or the business of the Company. • Collaborate, align and liaise with other departments to ensure maximum efficiency. • Perform other production-related tasks as required. |
| Skills and Abilities | <ul style="list-style-type: none"> • Strong leadership skills, self-confident appearance • Excellent analytical skills down to details, well-structured workstyle • Quick understanding of complex processes • Able to work under pressure and able to deal with conflicting parties/ interests • Absolutely reliable, honest and keeping the technical know-how strictly confidential • Exemplary social behaviour • Open-mindedness to people and different cultures • No color vision deficiency. • Willing to travel for training purposes. |
| Experience and Education | <ul style="list-style-type: none"> • Bachelor Degree or higher in chemical engineering, process engineering or a comparable subject • Excellent English skills in speaking and writing and fluent in Vietnamese • Several years of experience in a similar position in a (high-tech) manufacturing company necessary; experience in an international company preferred. • Good understanding of MS Office and production systems (SAP is preferable) |
| Contact | Interested? Please send your application to Career@kurz.vn |