

Production Supervisor -Malia Group

Malia Group is a multifaceted group of 25 companies that are leaders in six sectors including Industries, Consumer Goods Distribution, Technology Solutions, Fashion, Engineering & Contracting, and Hospitality & Real Estate. With a direct presence in Lebanon, Iraq and the UAE, our purpose is to ensure excellence in the creation, production, and the timely delivery of goods and services

Location: Nahr Ibrahim

Major: degree in Chemistry, Biology, Chemical engineering, or any related field

Experience: 0-2 years of experience in industrial production

Major Responsibilities:

- Prepare on weekly basis the production plan by product in coordination with the Production and Technical Managers as per the set yearly production plan
- Execute the production plan by monitoring the production lines and ensuring proper implementation of procedures
- Ensure availability of the needed production material for specific products by allocating material on system and initiating production process
- Fill in batch report and perform accurate execution on Oracle
- Ensure proper functioning of the production equipment by coordinating with the maintenance team for repairs and implementation of the preventive maintenance program
- Contribute to resolving customer complaints and problems by analyzing data, participating in investigations, identifying solutions and recommending actions when needed
- Ensure the execution of calibration instructions, the proper use and cleaning of production equipment as well as the operations of machines
- Follow-up with QA, QC, R&D, warehouse and maintenance departments to ensure proper running of production operation
- Issue Purchase Requests for needed office supplies and machine spare parts in coordination with the procurement department

- Prepare and submit productivity and usage reports such as "Product Distribution by Machine" and "Total Usage by Machine"
- Report the results of the production process to the production manager
- Contribute proactively with the Talent Acquisition Team in filling vacancies timely. Design/update related JD and on-boarding programs and ensure their proper understanding & implementation. Ensure an optimized structure in line with business priorities and performance

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802

