

**Position: Production Operator**

**Reporting:** Production Supervisor/Leader

**Experience:** 0-2 years

**Number of Position:** 2

**Role:** Permanent

**Core responsibilities**

- **Operate machinery:** Safely and efficiently operate production equipment according to standard operating procedures.
- **Monitor production:** Oversee machinery to ensure it functions correctly and meets production targets.
- **Perform maintenance:** Conduct routine maintenance and troubleshoot minor equipment issues to minimize downtime.
- **Quality control:** Perform regular quality checks on products to ensure they meet standards and make adjustments as needed.
- **Follow safety protocols:** Adhere to all safety procedures and maintain a clean and organized work area.
- **Document work:** Maintain accurate records of production data, including batch records and reports.

**Required skills and qualifications**

- **Technical aptitude:** Ability to operate and understand machinery and tools. Able to operate Windows based PC and knowledge of Microsoft Office.
  - **Problem-solving:** Skills to identify and address issues on the production line.
  - **Communication:** Good verbal and written communication skills for reporting.
  - **Physical stamina:** Ability to perform manual tasks, which may include lifting moderately heavy materials.
  - **Attention to detail:** Precision in following instructions, conducting quality checks, and completing documentation accurately.
  - **Teamwork:** Ability to collaborate effectively with colleagues and supervisors. Flexible to work in Shift if needed.
  - **Education:** A high school diploma or equivalent, with preference for previous manufacturing experience.
-