

## **Production Supervisor – Malia Group**

*Malia Group is a mult faceted group of 21 companies that are leaders in 6 sectors including: Industries, Consumer Goods Distribut on, Technology Solut ons, Fashion, Engineering & Contract ng, and Hospitality & Real Estate.*

Major: degree in Biology, Chemical Engineering, or any related f eld

Experience: 1–3 years in industrial product on

Major Responsibilit es:

- Prepare on a weekly basis the product on plan by product in coordinat on with the Product on and Technical Managers as per the yearly product on plan
- Execute the product on plan by monitoring the product on lines and ensuring proper implementat on of procedures
- Ensure availability of the product on material needed for specif c products by allocat ng material on system and init at ng product on process
- Fill in batch report and perform accurate execut on on Oracle
- Ensure proper funct oning of the product on equipment by coordinat ng with the maintenance team for repairs and implementat on of the prevent ve maintenance program
- Contribute to resolving customer complaints and problems by analyzing data, part cipat ng in invest gat ons, ident fying solut ons and recommending act ons when needed
- Ensure the execut on of calibrat on instruct ons, the proper use and cleaning of product on equipment as well as the operat ons of machines
- Follow-up with QA, QC, R&D, warehouse and maintenance departments to ensure proper running of product on operat on
- Issue Purchase Requests for needed of ce supplies and machine spare parts in coordinat on with the procurement department
- Prepare and submit product vity and usage reports such as "Product Distribut on by Machine" and "Total Usage by Machine"
- Report on the results of the product on process to the product on manager
- Contribute proact vely with the Talent Acquisit on Team in f lling vacancies t mely. Design/update related job descript on and on-boarding programs and ensure their proper understanding & implementat on.
- Provide direct reports with needed resources/tools and guidance to fulf ll their role properly and set their training needs and development plan in coordinat on with L&DM.

How to Apply:

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