



# Interflour Group

## Job Description



## Job Description

<b>JOB TITLE</b>	
Silo Supervisor	
<b>DEPARTMENT / UNIT</b>	
Production/ IMV - Cai Mep Plant	
<b>REPORTING TO</b>	
Production Manager	
<b>Role</b>	
The purpose of this job is the ensure all of Silo activities are controlled well.	
<b>MINIMUM REQUIREMENTS</b>	
<b>Education / Experience</b>	<ul style="list-style-type: none"> <li>• University graduated: Food technology, Electrical Engineering, Mechanical Engineering, etc.</li> <li>• Minimum 4 years of experience in similar responsibility</li> </ul>
<b>Specific Skills (Knowledge, skills and abilities)</b>	<p><b><u>Functional skills:</u></b></p> <ul style="list-style-type: none"> <li>• Communication skill in English at intermediate level: daily working conversation, reading English technical documents. Good at problem solving and communication</li> <li>• Good computer literacy (MS. Office, AUTOCAD, read technical drawing: PID, PFD, etc.)</li> <li>• Analytical thinking &amp; problem solving skills</li> </ul> <p><b><u>Behavioural Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Self-motivated &amp; driven with a positive mind-set</li> <li>• Meticulous, well organised and a problem solver</li> <li>• Excellent interpersonal and communication skills, a team player</li> <li>• Ability to work under pressure as well as multi-task</li> </ul>

**AREAS OF RESPONSIBILITY (AOR)**

**Header**

**Definition**

**IN ORDER TO, what results**

**Production management**

- Responsible for: Delivery Schedule Confirmation, Production Schedule, Production Order, etc.
- Execute and supervises the reporting: Solution and action of any receiving/ delivery problems in daily (Unloading Report, Loading Report, etc.)
- Supervises the plan of purchasing production materials
- Supervises the delivery and inventory
- Responsible for controlling and checking the computerised system at Silo/ Intake Tower Rooms during shift working
- Oversees and controls the equipment, operation system
- Other tasks assigned

