



# Interflour Group

## Job Description



## Job Description

<b>JOB TITLE</b>	
Production Planning Supervisor	
<b>DEPARTMENT / UNIT</b>	
Production/ IFV - Cai Mep Plant	
<b>REPORTING TO</b>	
Production Planning Assistant Manager	
<b>Role</b>	
To provide a full range support to Production Planning Assistant Manager about Production Planning, Reporting System, Inventory of Wheat & Spare-parts, & Request for payment.	
<b>MINIMUM REQUIREMENTS</b>	
<b>Education / Experience</b>	<ul style="list-style-type: none"> <li>• University degree or above; Major in engineering</li> <li>• High fluency in English (speaking and writing) TOEIC required: 650</li> <li>• Good computer literacy, (Ms Office)</li> <li>• Three (3) years working experience in the same position and same responsibilities.</li> <li>• Knowledge of project management, and ability to understand technical documents are crucial.</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>• Good knowledge of Accounting</li> <li>• Numerical skills</li> </ul> <p><b><u>Behavioural Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• 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> <li>• Analytical Thinking</li> </ul>

**AREAS OF RESPONSIBILITY (AOR)**

**Header**

**Definition**

**IN ORDER TO, what results**

**Production planning management**

- In charge of: Delivery Schedule Confirmation, Production Schedule, Production Order
- Executes or supervises the reporting: Monthly/Daily production statistic Report and other production Report (tax refund ...)
- Supervises the plan of purchasing production materials (adding flour, gluten, packaging, thread...)
- Monitors/ follow up on status of product processing, delivery and inventory
- Other tasks assigned

