

Assistant Manager, Manufacturing Division.

1. Terms of Reference (Assistant Manager)

The Manufacturing Division is responsible for overseeing and managing the manufacturing operations of the company. The division shall provide leadership, guidance, and support to the manufacturing team to ensure efficient and effective implementation of production plans and targets. The Manufacturing Division shall be accountable for overseeing production targets, maintaining quality standards, developing relevant strategies, policy documents and overseeing human resources plans of the division.

- ✓ Develop and implement manufacturing strategies to optimize production efficiency, reduce costs, and improve product quality.
- ✓ Plan and prepare manufacturing cost estimation based on budget allocation with proper drawing and technical standards.
- ✓ Lead the assessments of spare parts, tools and machine requirements and in developing annual production plans, expenditure requirement and revenue projections.
- ✓ Coordinate preparation and publication of physical and financial reports of the Division.
- ✓ Oversee and monitor manufacturing operations, including production planning, scheduling, and resource allocation.
- ✓ Ensure compliance with regulatory standards, industry best practices, and company policies and procedures.
- ✓ Identify and implement process improvements to enhance productivity, minimize waste, and streamline manufacturing processes.
- ✓ Oversee and coordinate production activities of the two regional manufacturing sections i.e., Paro and Bumthang regions.
- ✓ Establish and maintain performance metrics and key performance indicators (KPIs) to track manufacturing performance and drive continuous improvement.
- ✓ Lead and develop a high-performing manufacturing team, providing guidance, training, and performance feedback to ensure a skilled and motivated workforce.

- ✓ Conduct regular safety audits and promote a culture of safety within the manufacturing environment, ensuring compliance with all health and safety regulations.
- ✓ Monitor and control manufacturing costs, budgets, and expenditures, striving to achieve cost targets and optimize resource allocation.
- ✓ Stay updated on industry trends, technological advancements, and regulatory changes relevant to the manufacturing field, and proposes innovative solutions to enhance manufacturing capabilities.
- ✓ Prepare regular reports of the manufacturing division, including financial & physical progress, operational achievements, challenges, and recommendations for improvement and submit it to General Manager on monthly basis.

2. QUALIFICATION:

Minimum of Bachelor's degree or any other related field obtained from a recognized university through regular (full time) program.

3. EMPLOYMENT TYPE:

The Assistant Manager, manufacturing Division shall be recruited as a regular basis.

4. SALARY AND ALLOWANCES:

The salary and allowances of the Assistant Manager, Manufacturing Division Shall be as follows:

- a. Position: P5
- b. Basic pay: Nu. 20230.00
- c. HRA Allowance: 20% of the basic pay
- d. Fixed Allowance: 12225.00
- e. LTC: 1250

Other allowances and benefits as per the service rules of the Company.