

Job Description

BASIC FUNCTIONS:

This is an entry-level position in Production Administration that is responsible to estimate the cost of products and plan and co-ordinate the production process. To expedite on print production process and delivery

QUALIFICATIONS:

- Relevant Degree or Diploma (Supply Chain)

SKILLS:

- Ability to work under pressure and to strict deadlines
- Problem solving / Decision making
- Strong team player
- Ability to innovate and work without supervision
- Computer literacy in MS Office including Outlook, Excel, Word and PowerPoint
- Strong organizational skills
- Strong written and verbal communication skills
- Good attention to detail.
- Basic development skills

ACCOUNTABILITIES:

- Prepare Costing's and negotiate the best prices for various products
- Asses cost effectiveness of products
- Plan & coordinates production process to meet product delivery dates and maintain delivery schedules
- Ensure all financial administration functions are completed accurately within specified time frames
- Initiate the orders and co-ordinate the delivery and invoicing of stock items for the production process as outlined in the WIP
- Stock levels for all products to be maintained
- Assist with ad-hoc projects
- Preparation of Budget and Re-forecast process
- Ensure the quality of products meets LN standards
- All other duties as assigned