**Position Details – Packaging Manager**

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| **Location:** |  | **Reports to:** |  |
| **Direct Reports:** |  |  |  |
| **PD Last Updated:** | April 2019 |  |  |

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| **Our Organisation** |
| [insert description of your organisation – this could include vision, mission, values, strategic direction, and a description of your organisational culture] |
| **Key Responsibilities** |
| 1. Package beer - set up pack runs, machines, packaging materials, labelling bottles, building boxes. 2. Cleaning the pack hall. 3. Assist with organising the delivery of packaged goods. 4. Plan and schedule packaging activities. 5. Organise delivery of packed goods. 6. Manage supplies, materials and stock levels, as well as supplier relationships. 7. Ensure that the product meets processes, analytical and packaged product presentation specifications – including market specific requirements. 8. Co-ordination of Health & Safety for yourself and your team including documenting compliance with plans and quality systems. 9. Be the subject matter expert for technical review of standard operating procedures and in training of staff. 10. Lead continuous improvement within the team against Key Performance Indicators. 11. Lead the reduction of Waste. 12. Play a role in customer complaint investigations including the development and implementation of corrective and preventative actions. 13. Manage all aspects of the team including on-boarding and ongoing development building a culture that is consistent with the organisation.   Maintain budgetary accountability for the packaging department. |
| **Staff Supervision** |
| Supervises between 1 – 10 staff. |
| **Experience** |
| Experienced in production and manufacturing preferably in food production.  Previous leadership experience preferred.  An aptitude for mechanics and familiarity with automated machines is a benefit.  Must be highly organised. |
| **Education** |
| Forklift License.  Must have strong computer skills including in the use of excel and preferably experience with production management software.  Minimum of some form of Tertiary Education required to demonstrate strong mathematical skills.  A Bachelor’s Degree in Science or Engineering is an asset. |