



Production and Project Coordinator

Job Description

1 Department: Operations

Issue: 1.0

2 Creation Date: 2020-Feb-12

Revision Date: 2021-Feb-12

3 Basic Function and Scope of Responsibilities:

The Production and Project Coordinator is responsible for managing all aspects of production within the guidelines, policies and values established by the Company. The incumbent is responsible for ensuring the smooth running of the day to day operations of the Company through planning, organizing, directing, controlling and evaluating business activities with the assistance and support of the other managers. The position requires the support of project management initiatives and project teams to deliver business solutions and services. The position will play a key role maintaining coordination and communication between internal departments, and between the company and its external partners.

The Production Coordinator shall ensure operations are compliant to applicable GMP standards as defined by A&C's QMS.

4 Principal Tasks/Responsibilities:

Operational & Production:

- Planning & Forecasting
- Establish objectives for the production, logistics and inventory management.
- Organize the development and cross departmental communication of work processes within and outside the operations functions.
- Communicate proposed changes in practice and procedures to ensure corporate objectives, policies and protocols are respected.
- Plan, direct and control material, human and financial resources allocation according to budgets, to implement company policies and programs.
- Understand the fundamental concepts of project timelines to reach key milestone dates for success. Work with senior staff to understand how to provide updates on progress against project objectives, milestones, timelines and metrics.
- Prepare or oversee the preparation of reports and statistics related to areas of responsibility (production, logistics).
- Supervise Process Technician:
 - o Assign tasks and responsibilities to employees on a daily basis.



- o Assist in training employee.
 - o Field questions and respond to concerns.
 - o Maintain controls and documentation.
 - o Communicate company policies and standards for order processing.
- Carry out work order processing:
 - Schedule production rooms and equipment.

Human Resources:

- Create a positive and respectful work environment and synergy within departmental teams.
- Develop programs, procedures to ensure a safe and healthy work environment for employees.
- Ensure complete understanding of and adherence to all Standard Operating Procedures through training and effective management.
- Supervise and be involved in the planning and forecasting of labor needs on an ongoing basis.
- Assist management to develop or adjust policies that will enhance operational performance.
- Ensure continuous training of department employees to meet the changing needs of industry
- Communicate frequently, honestly and with clarity with staff, supervisors, peers and superiors.

Infrastructure:

- Responsible to delegate and supervise buildings and properties' maintenance.
- As required, liaise with and coordinate with general contractors and various professionals (engineers, architects, among others).
- Oversee building safety and security.

Safety and Environmental regulatory compliance-related tasks:

- Monitor ongoing training of employees
- Ensure inventory counts are performed consistently and accurately as required.
- Identify safety-training requirements for all plant personnel and assist plant management and supervisory staff in scheduling of training sessions. Ensure that proper records are maintained.

Logistics & Inventory management:

- Ensure GDP activities as defined by GMP guidelines are compliant.
- Pro-actively identify, present, justify and implement programs for continuous improvement in logistics and inventory management processes and policies.
- Provide guidance to senior management on the implementation of zero error in logistic processes and train staff in these measures as required by the Quality Management system.
- Ensure reports as required are delivered in the following areas:
 - o On time delivery.



- WIP tracking
- Inventory management

5 Ancillary tasks/Responsibilities:

- Report back to senior management on innovative techniques to enhance efficiencies of the operational departments.
- Assist with the management of deviation and corrective action systems.
- Attend appropriate GMP training courses.
- May be called upon to execute additional tasks related to skill set and proven abilities.

6 Working Environment:

- The role may at times involve working unusual hours particularly when issues arise and need to be quickly resolved.
- Highly regulated operation requiring compliance with relevant aspects of Quality, Safety and Environmental regulations and standards.
- National and occasional international air travel may be required.

7 Educational Requirements:

Indicate the minimum level of formal education that is required to perform this job satisfactorily.

- Holds a university degree or diploma, certificate or other evidence of formal qualifications awarded on completion of a course of study at a university, college or technical institute in a field related to the work being carried out.

8 Experience Qualifications – Required (R)/Preferred (P):

General experience:

- Possess a strong sense of organization and priorities;
- Effective problem solving and mediation skills;
- Comprehensive understanding of strategic planning process and project management;
- Proven ability to build, develop and lead a highly engaged team that are in either a direct or indirect reporting position.
- Excellent organizational skills and ability to multi-task even during unexpected interruptions.
- Strong attention to detail, excellent follow-up skills and proactively takes initiative.
- Exceptional oral & written communication skills.
- Ease with information technology, and/or advanced computer skills.
- Emergency response; Chemical manufacturing/distribution and Logistics knowledge (P)

9 Skills and Competencies:

- Values and vision – articulate clear vision of desired future state, models desired behaviours.
- Strategic Ability – aware of strategic business issues and anticipates future for own function.
- 2-way communication – ability to present information with conviction and enthusiasm.
- Openly shares information and actively listens to others.
- Leveraged expertise – influences and motivates others, models teamwork, builds effective relationships and develops others.
- Systems thinking – understands interdependencies within the organisation. Establishes systems, processes and policies that are aligned with the business objectives.
- Change agent – invites and supports change. Ability to communicate change assertively and gain buy in to necessary change.
- Results orientation – pursues goals with energy and persistence. Empowers people to make decisions to achieve results. Inspires action.
- Creativity – innovative, open-minded, inclusive.

10 Interpersonal Skills:

Select the level of impact that **interpersonal skills** in this position has on the company:

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
None	Minimal	Moderate	Serious	Critical

11 Authority:

Decision Making Authority (Autonomy)

Select the level of impact that **authority** in this position has on the company:

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
None	Minimal	Moderate	Serious	Critical

12 Team Responsibility:

Select the level of supervisory responsibility required in this position (select only one):

- Provides guidance, leadership, or training to other employees AND (Choose one)



- Directly responsible for supervising clerical, or office administrative personnel
- Directly responsible for supervising professional, or technical employees
- Directly responsible for supervising supervisory/managerial employees

13 Organizational Structure:

Job Title this position reports to: COO

Job Titles directly reporting to this position when filled: Process Technician Shipper/Receiver. Facility and Maintenance

14 Acknowledgement:

<p>The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated tasks, responsibilities, skills, efforts or working conditions.</p>		
HR Approval & Date:	Direct Supervisor Approval & Date:	Employee Approval & Date:

15 Change History:

Issue	Changes
1.0	New Job Description