

Job Title: Senior Production Coordinator
Location: Paarl, Western Cape, South Africa
Department: Production
Reports To: Production Manager
Years Experience: 5+ years' experience

Job Summary: Azoteq are seeking an experienced Senior Production Coordinator to oversee and optimize our production processes. The ideal candidate will have a strong background in electronics or industrial manufacturing and possess excellent organizational and leadership skills.

Key Responsibilities:

- Coordinate and manage daily production activities to ensure timely and efficient operations.
- Monitor production schedules and adjust as necessary to meet deadlines and quality standards.
- Collaborate with engineering, quality assurance, and supply chain teams to resolve production issues.
- Implement and maintain production processes and procedures to improve efficiency and reduce costs.
- Supervise and train production staff, ensuring adherence to safety and quality standards.
- Analyse production data and generate reports to identify trends and areas for improvement.
- Ensure compliance with industry regulations and company policies.

Qualifications:

- Bachelor's degree in Electronics, Industrial Engineering, or a related field.
- Minimum of 5 years of experience in a production coordination role within the electronics or industrial manufacturing sector.
- Strong understanding of production processes, quality control, and safety standards.
- Experience with ERP systems and production management software.
- Excellent problem-solving and decision-making skills.
- Strong communication and interpersonal skills.
- Ability to work effectively in a fast-paced, dynamic environment.

Preferred Qualifications:

- Experience with lean manufacturing and continuous improvement methodologies.
- Certification in production and inventory management (e.g., CPIM).

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- Collaborative and innovative work environment