

POSITION DESCRIPTION-

Position Title:	Production Manager
Location:	63 Benn Rd, Cambridge
Date:	October 2014

Cambridge Bee Products Limited

Cambridge Bee Products Limited is a leading company in the beekeeping industry with around 3000+ beehives throughout the Waikato and King Country regions.

Cambridge Bee Products Limited is dedicated to producing natural New Zealand bee products in an environmentally friendly way and to the highest quality possible.

All staff at Cambridge Bee Products Limited is expected to:

- Support and promote the daily activities of our company by delivering excellence in customer service through the completion of assigned jobs in accordance with company and customer requirements.
- Maintain the professional standards of Cambridge Bee Products Limited at all times

Position Objective

This role is primarily focused on preparation of bee products for sale, including honey packing, stock management, order preparation, complete of accurate paperwork for both the domestic and export markets to the best standards CBP can produce.

Reports to:

Managing Directors
Operations Manager

Key Relationships

- Managing Directors
- Other Employees
- Clients & suppliers

Production Manager:

Principal Accountabilities

Key Result Area	Performance Standard	Control Information
Honey packing	Honey pots, lids and cartons prepared	Order honey pots, lids and cartons as required for each packing
	Staff roster for packing days	Organize staff requirements and have people available for production
	Packing room ready	Check cleaning and prepared for packing and on completion of packing
	Honey packing process done quickly & accurately	Packing to orders and sales requirements. Meet RMP & BRC standards
	Labels	All labeling is done accurately through machine. Double checking is done. Label stock take is accurate and order for packing
	Quality Control SOP programme Traceability of product	All aspects of honey packing is done with best quality control practice. Product must meet RMP & BRC audit process. Is this the best CBP can do? Production records up to date and entered into our traceability programme
	Cleaning	Maintains clean tidy and hazard free workspaces including packing & dispatch room & chiller up to RMP & BRC audit standards
Product Delivery	Undertake & complete orders and projects as assigned	Quick turnaround of orders completed correctly
	Orders	Orders done correctly ready for shipment. All paperwork correct. Export shipments meet minimum levels for safe shipping. No returns
Administration	Maintain and update records and documentation All paperwork done correctly	Compliance standards are met up to RMP & BRC audit standards All paperwork done correctly in timely manner, filed in correct folders for

	Paperwork Invoices	easy access and audit. Complete invoices in Reckon when office manager is unable to
Customers	Take phone call inquiries Manage email contact with clients Domestic clients Overseas clients	Answer phone Keep up with emails, replied quickly Manage sales here onsite Regular email contact
Exports	Approve export orders and schedules. Complete all MPI requirements	Approved schedules and shipments out to allowable timeframe Uses the ED system effectively and complies with MPI approval
Other work	From time to time you may be assigned to other functions due to seasonal fluctuations: Complete other tasks as assigned	No complaints received from 3 rd parties Work is completed according to Cambridge Bee Products quality standards

Person Specification

Qualifications

Good understanding of systems and procedures for honey production

Good standards of English and Maths

Experience

General experience in product procedures specifically honey production

Technical Knowledge

Working knowledge of the methods/techniques used in product systems and procedures

Competencies

- A customer focused approach
- Good interpersonal skills
- Self-composure in all situations
- Efficient, organised and able to prioritise workload
- Prepared to complete all tasks to get the job done
- Knowledge of safe working procedures

- Effective problem-solving skills for dealing with problems
- Good quality control understanding and able to act on this
- Able to lead a team efficiently to clean rooms carefully to RMP & BRC standards
- Understand principles of RMP & BRC standards
- Physically fit and able to handle product and cartons, some lifting required
- Able to read and understand paperwork
- Excellent maths skills
- Computer skills
- Pleasant disposition
- Drivers license
- Forklift license

Remuneration to be confirmed