

INTERNAL JOB POSTING

JOB POSTING #A01-20

Position Title: Plant Manager
Location: Spruce Grove, Alberta
Posting Date: February 4, 2020

Department: AHP Operations
Closing Date: February 16, 2020

Alberta Honey Producers Cooperative is looking to hire a **Plant Manager** to join our fast paced team. Reporting to the Vice President of Operations, the Plant Manager will be responsible for providing leadership and supervision and for the effective management of the plant including, hiring employees, planning and overseeing production, shipping and receiving, inventory control, maintenance, financial management, general human resources, and ensuring compliance of food safety and quality programs. In addition, the Plant Manager is expected to participate in identifying issues or obstacles toward obtaining objectives and ensuring that those issues are acted on and resolved.

KEY RESPONSIBILITIES:

PRODUCTION MANAGEMENT:

- Ensures that the plant achieves daily production targets toward achieving annual production objectives and financial goals.
- Reviews KPI's daily and provides active leadership for continuous improvement initiatives.
- Communicates daily with support staff (via daily huddles or otherwise) to deliver the production plan and relate other objectives or priorities for the day.

HACCP, QUALITY CONTROL, FOOD SAFETY AND GOOD MANUFACTURING PRACTICES:

- Works with Quality Control team to establish programs and oversee the implementation of quality finished products.
- Works within HACCP and food safety teams to establish programs and oversees implementation ensuring daily activities are within set guidelines.

WORKPLACE HEALTH & SAFETY:

- Provides leadership and enforces compliance for Health & Safety initiatives in the plant.
- Participates and supports the Joint Health & Safety committee activities

FINANCIAL MANAGEMENT:

- Provides leadership for annual operations budget preparation, including capital budget.

SUPERVISION & HUMAN RESOURCES:

- Ensures effective staff performance, including recruiting, training, coaching, performance evaluation, authorizing and scheduling leave, and effective disciplinary action recommendations.

QUALIFICATIONS:

- Degree in Business Management and/or Engineering in combination with a minimum of 5 years operations leadership experience.
- Knowledge of best practices in leadership, staff motivation and supervision

ADDITIONAL KNOWLEDGE & REQUIRED SKILLS:

- HACCP and Good Manufacturing Practices (GMP)
- Formal training and experience in Lean Manufacturing
- Strong oral & written communication skills
- Quality control
- Inventory Management experience in make to stock & Kanban replenishment environments
- Workplace Health & Safety committee training & experience.
- Knowledge of scheduling and workflow strategies.
- General shop and machine equipment maintenance experience.
- Proficiency in computer software including, Microsoft Word and Excel.
- Driver's license.

Interested candidates are encouraged to submit a cover letter and résumé by Sunday, February 16, 2020.

We thank all that apply, however only candidates selected for an interview will be contacted.