



Job Description

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Job Title Shift Coordinator	Job Location Bagamoyo	Category -
Job Type Full Time	Job level Intermediate	Industry Food Processing

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Food Processing: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Shift Coordinator's role is to ensure the smooth operations of our food processing start-up facility during assigned shifts. Reporting directly to the Chief Operating Officer, you will oversee production activities, manage a team of production operators, and maintain production standards and efficiency. Your leadership and coordination skills will be pivotal in driving the success of our facility and contributing to our growth.

Responsibilities

Operational Leadership:

- Supervise and manage production activities during assigned shifts, ensuring adherence to established processes and quality standards.
- Lead and motivate a team of production operators, fostering a culture of teamwork and accountability.
- Collaborate with the COO to develop and implement operational strategies for achieving production targets and goals.

Team Management:

- Train, onboard, and develop production operators, providing guidance and support.
- Assign tasks and responsibilities to team members, ensuring workload distribution and optimal resource utilization.
- Conduct performance evaluations and provide constructive feedback to team members.

Communication and Collaboration:

- Communicate production goals, targets, and performance metrics to the production team.
- Collaborate with cross-functional teams, including supply chain, quality control, and maintenance, to ensure seamless operations.
- Report production status, issues, and achievements to the COO and provide recommendations for process improvement.

Continuous Improvement:

- Identify opportunities for process optimization and efficiency enhancement.
- Collaborate with the COO to implement improvement initiatives, reducing waste and increasing productivity.
- Lead and support Lean manufacturing practices to achieve operational excellence.

Shift Handover and Documentation:

- Provide comprehensive shift handover reports to ensure smooth transition between shifts.

- Maintain accurate production records, documenting production metrics, incidents, and corrective actions.

Emergency Response and Crisis Management:

- Act as the primary point of contact during emergencies, following established protocols to ensure safety and minimize disruptions.
- Lead the implementation of contingency plans and crisis management strategies when necessary.

Education & Qualifications

Bachelor's degree in food science, engineering, business management, or related field.

Requirements

- Minimum of 3 years of experience in a supervisory or coordination role within food processing or manufacturing.
- Strong understanding of food safety regulations, quality control procedures, and production processes.

Characteristics

- Excellent communication and interpersonal skills, with the ability to collaborate across departments and levels.
- Analytical mindset with problem-solving abilities and a commitment to continuous improvement.
- Familiarity with Lean manufacturing principles and practices is a plus.
- Proficiency in Microsoft Office Suite and production management software.
- Ability to work flexible shifts, including weekends and holidays, as required by the operational needs of the facility

Driving Licence

Not Required

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