



## Packaging Manager

**Job Title:**

Packaging Manager

**Place of Work:**

Based in Cape Town at Tiny Keg Can Co

**Scope and General Purpose:**

Ensuring the smooth running of the secondary packaging operations, maintaining high-quality standards, optimizing efficiency, and contributing to cost-effective, sustainable practices.

**Responsible to:**

Production Manager

**Liases with:**

Production Team

Quality Team

Finance Team

**Key Performance Areas**

Please refer to the next page for areas in which your performance in this role will be measured.



## Packaging Manager

### Key Performance Areas

#### Operational Efficiency:

*Objectives:*

Ensure packaging operations run smoothly, meeting production schedules and minimizing downtime

*Actions:*

- Ensure that packaging processes are streamlined, meeting production schedules and maximizing output without compromising quality.
- Executing on agreed production plans set by Production manager and escalation of issues that impact these plans
- Optimize use of equipment and materials to achieve cost-effective production
- Optimize packaging processes for efficiency, identifying areas for improvement and implementing solutions.

#### Team Leadership

*Objectives:*

Foster a culture of accountability, effective communication, high performance and collaboration

*Actions:*

- Manage, train, and motivate the packaging team to achieve high performance.
- Monitor production schedules and co-ordinate with Production Manager to allocate resources effectively to meet delivery deadlines within budget
- Effective allocation of daily tasks and targets to team and shift leaders
- Hold team accountable for poor performance and not hitting deadlines in line with company values and code of conduct
- Shift handover to team leaders and operators ensuring seamless production flow and accurate reporting on productivity

#### Technical

*Objectives:*

Thoroughly understand and have the ability to operate and maintain all packaging equipment used

*Actions:*

- Technical expert on packaging equipment including shrink wrappers and sleeve applicators



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- Perform first line maintenance and root cause analysis on all secondary packaging equipment
- Escalate effectively to maintenance manager to minimise downtime
- Collaborate with maintenance teams to schedule and perform routine equipment maintenance..

### Customer Focus:

#### *Objectives:*

Ensure products are packaged to meet or exceed customer expectations in terms of quality and timelines

#### *Actions:*

- Effective and timeous communication on job progress to Production and Sales teams
- Supplying all data, info and samples required for SAWIS certification process timeously and to a high standard
- Reporting on all final goods numbers within 24hrs of job completion and handover to warehouse
- Reporting and escalating any issues encountered on the production line which will impact customer expectations and job delivery timelines
- Identify and combat all waste in secondary packaging including dry goods and final goods.

### Quality

#### *Objectives:*

Monitor and uphold product packaging standards, ensuring that all products are packaged according to customers specifications and regulatory requirements.

#### *Actions:*

- Address and resolve any quality issues promptly and efficiently
- Escalate Non-conformance on dry goods used to Quality team
- Accurate recording keeping of quality issues in production
- Champion GMP house keeping practices to ensure organised work environment and reduce waste .