

**KY NGUYEN VANG SERVICE TRADE CO., LTD**

Address: Floor 5, Tuoi Tre Tower, 60A Hoang Van Thu St, W.9, Phu

Nhuan Dist, HCMC

Tel: (+84 8) 3 9975721- 3 9976956

Fax: (+84 8) 39979719

Email: info@kynquyenvang.comWebsite : www.dulieuvieclam.com**CONFIDENTIAL****Invitation From Ky Nguyen Vang Consultant****JOB DESCRIPTION**

-----&#2013-----

Vị trí: Lead Supervisor**Note :****MÔ TẢ CÔNG VIỆC**

Manage employees and production schedule in Department to guarantee the production goals as well as the quality standards are being followed and achieved. Supervision, including retention, performance review, discipline, and assisting in the hiring process

- Review & feedback weekly production schedule if headcount is changed
- Follow up the workload of each work center to ensure the schedule is completed on time
- Ensure the employees have to comply Company's processing & regulations
- Make the training plan to develop team
- Improve the efficiency & product quality
- Monitor & assess team leaders' & supervisors' working performance monthly
- Improve the efficiency & product quality Assist & remind leaders & supervisors to achieve the weekly & monthly KPIs
- Work with related departments to handle problems such as IE-BOM, Purchasing- raw material, etc.
- Make the weekly report to sum up the results, problems & provide the proposed comments for superiors.
- Perform other duties as assigned

SCOPE OF RESPONSIBILITY

- • Be responsible of production efficiency & output.
- • Ensure the product quality
- • Deal with any emergencies during production

YÊU CẦU CÔNG VIỆC**- MINIMUM QUALIFICATIONS****1. Education**

University graduate with a related major is priority

2. ExperienceWebsite: www.sharecv.vn



KY NGUYEN VANG SERVICE TRADE CO., LTD

Address: Floor 5, Tuoi Tre Tower, 60A Hoang Van Thu St, W.9, Phu

Nhuan Dist, HCMC

Tel: (+84 8) 3 9975721- 3 9976956

Fax: (+84 8) 39979719

Email: info@kynquyenvang.com

Website : www.dulieuvieclam.com

CONFIDENTIAL

Invitation From Ky Nguyen Vang Consultant

- Minimum 5 years working experience as furniture production supervisor/ leader experiences in a manufacturing environment.

3. Knowledge of:

- The process of producing furniture industry
- • Reading the drawings and instructing for workers
- • Manage staffs
- • Using equipment & machines
- • Knowledge on manufacturing concepts

4. Skills and Abilities:

- Good communication skill
- Problem solving skill
- Ability & willing to train for newcomers
- Good time management
- Able to work in a team and motivate people
- Dynamic, hard-working and willing to learn
- Professional behavior, integrity and leadership.
- Conflict handling skills and resolutions

- EQUIPMENT USED

- Proficient in computer and Microsoft software application

- MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

1. Mental Effort:

- Have ability to maintain a concentrated effort over extended periods of time
- Have ability to meet the deadlines

2. Physical Requirements:

- Ability to identify colors
- No malformation
- Good health & work on 2nd shift

3. Working Conditions:



KY NGUYEN VANG SERVICE TRADE CO., LTD

Address: Floor 5, Tuoi Tre Tower, 60A Hoang Van Thu St, W.9, Phu Nhuan Dist, HCMC

Tel: (+84 8) 3 9975721- 3 9976956

Fax: (+84 8) 39979719

Email: info@kynquyenvang.com

Website : www.dulieuvieclam.com

CONFIDENTIAL

Invitation From Ky Nguyen Vang Consultant

- Industrial Environment
- Workshop floor condition

Địa điểm làm việc: Quang Ngai, Viet Nam

You are a best candidate!

