

Job Title:	Operations Executive		
Company:	KPH Group - Feedmill	Department:	Operations
Position Type:	Full Time	<input checked="" type="checkbox"/>	Reporting to:
	Part-Time	<input type="checkbox"/>	General Manager
	Reduced	<input type="checkbox"/>	

Job Purpose:

The role requires providing strategic and tactical direction to meet customer needs while achieving company goals. The Operations Executive plays a crucial role in overseeing the entire production process, ensuring efficient operations, maintaining quality and safety standards, and complying with regulations.

Key duties and responsibilities of the role:

Production Management

1. Plan, coordinate, and supervise daily feed production activities to ensure efficiency, meet production targets, and maintain quality standards.
2. Conduct daily walks through all areas to observe, note, and rectify problems, including housekeeping.
3. Managing production schedules to meet demand while optimising costs.
4. Optimise production processes to improve efficiency and reduce waste.
5. Ensuring equipment is operating properly and troubleshooting any production issues.
6. Keep records of Health & Safety, including operator licenses, vehicle inspections, licenses, and VRTs.
7. Monitoring Sales and engage with Customers.
8. Address customer complaints and liaise with customers to resolve issues effectively.
9. Be available for after-hours calls / Security / Emergencies.
10. Promote teamwork and engage with all staff daily to resolve operational conflicts and address their concerns.

Quality Control & Compliance

11. Implementing quality control measures to maintain consistency in feed production.
12. Work closely with the quality assurance team to conduct regular testing of raw materials and finished products.
13. Ensure compliance with regulatory standards including HACCP protocols.
14. Ensuring compliance with regulatory bodies (e.g., Veterinary Regulatory directorate or other local authorities).
15. Conducting regular inspections and audits for hygiene and safety.

Supply Chain & Inventory Management

16. Ensuring effective inventory management of raw materials, feeds and other feed materials and maintaining optimal stock levels.
17. Overseeing receiving and inspection of raw materials and other feed materials.
18. Overseeing the proper storage of raw material, feed material and finished products to prevent spoilage or contamination.

Workforce Management

19. Supervise production staff, providing training, guidance, and performance evaluations.
20. Monitoring and Schedule shifts to ensure adequate staffing for continuous production.
21. Ensuring proper training and adherence to safety protocols.
22. Take part into recruitment of feedmill employees.

Equipment & Maintenance Oversight

23. Ensuring machinery and equipment are well-maintained to prevent breakdowns.
24. Collaborate with the maintenance team to ensure routine maintenance is done accordingly.

25. Work with the maintenance team to address any mechanical issues promptly and to improve and enhance efficiency and/or quality.

Health, Safety, and Environmental Compliance

26. Implement and enforce workplace safety procedures to protect employees and prevent accidents.
27. Training employees on best practices.
28. Ensure compliance with all safety regulations, including the proper use of personal protective equipment (PPE).
29. Ensuring proper waste management and adherence to environmental laws.
30. Ensure the entire premises is clean.

Cost Control & Budgeting

31. Monitor production and operational costs while maintaining product quality.
32. Identify opportunities to improve efficiency and reduce operating costs.

Reporting and Communication

33. Ensure proper documentation of production records and other operational reports / logs.
34. Prepare regular reports on production performance, efficiency, and challenges.
35. Coordinating with upper management on operational performance and improvements.
36. Collaborating with the procurement team and other teams for smooth operations.

Continuous Improvement

37. Analyse production data to identify areas for process improvement.
38. Stay updated with industry trends and new technologies in feed production.

Requirements:

- Develop strong leadership, communication, and people management skills.
- Exhibit strong analytical and problem-solving abilities with a strategic, results-oriented mindset and a commitment to success.
- Demonstrate excellent analytical and project management capabilities.
- Maintain attention to detail and strong organisational skills.
- Excel in time management and problem-solving.
- Work effectively with minimal supervision.
- Promote teamwork and collaboration.
- Proficient in both verbal and written Maltese and English.
- Skilled in MS Office applications such as Word, Excel, and PowerPoint.

Education and Experience:

- Possess previous management or leadership experience within a manufacturing environment.
- Qualification/s directly related to the job will be considered an asset.

Relationships (e.g. Procurement Department, Finance Department etc.)

All departments within the Group

Physical Conditions (e.g. Shift Work, Office hours etc.)

Office hours / Emergency callouts

To apply: Send your CV to Michela Deguara on michela.deguara@kphfeedmill.com.mt with subject title 'Operations Executive'. All applications will be handled with strict confidentiality.

Deadline: Monday 30th June 2025