

Responsibilities for the production assistant position.

- Checking of the production plan daily, weekly, monthly;
- Checking if the obtained products are conform with budgeted consumption;
- Checking if the obtained products are respecting the qualitative parameters, according to the quality control plan;
- Tracks the stock of auxiliary materials required for production as planned and prepares supply reports;
- Follows the observance of the working procedures and hygiene by the operators and shift leaders;
- Follows the correct completion of daily reports;
- Makes proposals to improve the production process;
- Makes proposals to reduce specific consumptions;
- Performs training with subordinate staff;
- Get price offers for new equipment required, according to the investment plan;
- Participates in making the production budget for each year;
- Participates in planning and production analysis meetings;
- Performs any other activities necessary to coordinate the production process.

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