# Nigeria Jobs Expertini®

## **General Manager**

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Company: Expertise Recruitment

Location: Nigeria

Category: other-general

#### JOB REQUIREMENTS:

- •Bachelors/HND Degree in Business Administration or related discipline.
- •Relevant postgraduate and or professional qualification would be an added advantage.
- •Minimum of 10-15 years in hands-on experience performing similar responsibilities
- •Minimum of 5+ years of experience in Manufacturing process managerial role.
- •Good skills in Production Planning and Project Management.
- •Excellent Strategic Planning skills.
- •Inventory management software competency.
- •Proficiency in ERP application and Ms. Office Suite.
- •Strong leadership and management skills.
- Exceptional time management and organizational skills.
- Good oral and written communication skills.
- Great Interpersonal skills.
- Relationship management skills.
- Professionalism & Poise.
- •Good working ethics.
- Fluency in English.

#### JOB RESPONSIBILITIES:

•Lead all aspects of the medical manufacturing and daily operations to ensure business growth and continuity.

- •Lead research/lab team to facilitate medical research through to manufacturing for all materials from synthesis to finished Recipients and Active Pharmaceutical Ingredients.
- •Conduct periodic meetings with personnel to ensure work is properly delegated and deadlines are met.
- •Manage the selection of equipment and final decision on process workflow to ensure controlled manufacturing of Syringe products meeting established and approved specifications.
- •Ensure stock levels remain adequate.
- •Manage the development requirements for new products and continually reviews and reports on the progress of new processes built in accordance with the company's requirements.
- •Ensure all development operations and finished material manufacturing is performed in accordance with applicable regulatory guidance, SOP, and governmental statutory regulations for manufacturers.
- •Monitor the production processes and adjust schedules as needed.
- Monitor productivity rates and product standards
- •Participate in management meetings with other members of the senior management team to establish, delineate, and review organizational policies, to coordinate functions and operations between departments.
- •Ensure that health and safety guidelines are followed at all times.
- •Ensure customer orders are completed on time and that quality standards and targets are met.
- •Work with managers to implement the company's policies and goals.
- •Ensure production is cost effective and maximize return on investment.
- •Collate and analyze data, putting together production reports for both Factory Managers and Clients.
- •Liaise with quality control team to ensure quality standards and waste management are met.
- •Supervise external vendors activities and ensure compliance with the business requirements.
- •Supervise and motivate the employees.
- •Review employee's performance and identify training needs.
- •Ensure that the factory is suitably staffed in adherence to approved manpower profiles, based on budgets and percentage of sales.
- •Any other related task as assigned by Management.

- •Ensure that all products are labeled with up-to-date prices in the stores.
- •Maintain and constantly develop innovative and cost-effective stock controls, monitoring stock weekly to achieve sales budgets against monthly targets.
- •Working with the Business Development team, visit trade exhibitions to source cutting-edge products and services to meet the needs of company customers and differentiate the Company from its competitors.
- •Work with the Marketing and Business Development departments to develop and implement marketing and merchandising strategies.
- •Ensures minimal errors/discrepancy in production.
- •Monitors production to waste ratio report as well as QA/QC production and finish good report.
- •Preventive and Condition-Based Maintenance report.
- •Monitor stock excess and shortage report.
- •Establish processes for getting value from defected products by rework.
- •Estimate production costs.
- •Set production budgets.
- Manage production budgets.
- •Implement cost control programs.
- •Ensure efficient collaboration and co-ordination between relevant departments including procurement, distribution, and management.
- •Determine and implement improvements to the production process.
- •Provide updated feedback to top management on systems implementation and compliance to achieve plan target and plan towards minimizing wastage and maximizing efficiency.

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