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Genuine Connection Promotions (Pty) Ltd, a
clothing factory in Paarl, Western Cape, requires the services of a:

FLEXING/ HEAT TRANSFER PLANT COORDINATOR

PURPOSE OF THE JOB

The purpose of this role is to plan, lead, organize and control the operational phases of the Screen Print/ Heat transfer plant in such a manner that the required production targets are executed and achieved. This includes the planning of all output, cost effectiveness, quality control, maintenance of equipment, housekeeping, management of staff as well as addressing all customer related queries and concerns.

MAIN DUTIES AND RESPONSIBILITIES

- Do artwork, redrawing and adjustments where necessary for screen printing and flexing requirements
- Ensure that positives are correct and timeously ready for printing
- Prepare, check and monitor strike-off's for final approval for production (quality control)
- Prepare designs for printing files to be ready for production
- Prepare/ complete artwork required for corporate use (e.g. posters, signage, etc.)
- Quotes for screen print/ heat transfer jobs as Sales Reps require
- Screen Print workflow and control (Plan, allocate, control and oversee the work within the department)
- Production planning (plan turnover, track progress, address shortfalls, ensure quality and maximise productivity)
- Staff management (time and attendance, workforce planning, discipline, training, leadership)
- Equipment management (maintenance, stock control, stock ordering, health and safety, quality, and machine optimisation)
- Implement and drive standard operating procedures for the plant (train, monitor and improve)
- Housekeeping (Hygiene, staff training, enforce health and safety, efficiency, discipline)
- Reporting (daily, weekly and monthly as well as contribute annual budget and production plan)

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For more information call (021) 872 0300