

# cowgirlblues

DESIGNERS & MAKERS OF FINE CRAFTED KNITS

## **JOB ADVERT: PRODUCTION MANAGER**

**ROLE EFFECTIVE:** ASAP

**ROLE TYPE:** Management, part time OR full time, onsite

**HOURS:** 20-42 hours a week (see details below), Mon-Fri

**REMUNERATION:** R20,000-R40,000 per month CTC, depending on experience and hours

**LOCATION:** Cowgirlblues, Maitland, Cape Town

**REPORTING TO:** Company Founder

**SUPERVISING:** Production team and admin staff

Cowgirlblues is a yarn company in Maitland, Cape Town.

We hand dye wool and mohair yarns and sell them locally and internationally. The business has been going since 2012 and we employ twelve women.

Our priority for this role is finding the right person for the job, and for our team. You will not be penalised in the application process for indicating that you are looking for less than a full work week.

**KEY AREAS OF RESPONSIBILITY** will include:

- **Oversee the Day-to-Day Operations**
  - Track sales orders
  - Ensure all operations are carried out in an appropriate, cost-effective way
  - Keep the organization's processes legally compliant
- **Manage the Production Team**
  - Recruit, train and supervise staff
  - Set KPIs and provide regular performance feedback
- **Production planning and Quality Assurance**
  - Plan the production schedule to fulfil orders accurately and on-time
  - Perform quality controls
  - Monitor production KPIs
- **Inventory Management:**
  - Purchase materials, plan inventory and manage factory efficiency
  - Oversee Dear Inventory and provide accurate inventory information to support sales
  - Ensure inventory costs are managed
- **Systems and Process Implementation**
  - Understand the business processes to define and implement standard operating procedures
  - Manage all business technology, hardware and software solutions
  - Apply a continuous improvement approach for business efficiency and effectiveness

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- **Provide Input to Business Strategy and Planning**
- o Suggest strategic and operational objectives
- o Manage budgets and forecasts and use financial data to improve profitability
- o Find ways to improve operational management systems, processes and implement best practices

## **QUALIFICATIONS & SKILLS:**

- 5-10 years' management experience in a manufacturing or operational business
- At least three years' experience working in a small organisation
- The experience and flexibility to cope with uncertainty and complexity
- Loves systems, processes, planning and is super organised and detailed
- Thrives in a data-driven decision-making environment and is passionate about results
- Must have strong computer skills including Excel, Word, Google, etc.

## **HOW TO APPLY:**

To apply, please follow [this link](#) to submit your CV, and answer our compulsory application questions.

We only consider and respond to applicants who follow these instructions correctly.

## **A BIT MORE ABOUT US AND THIS ROLE:**

Our small team gets a lot done, but to grow we need more management capacity to oversee the efficient running of our operations and to actively manage the production process. We are looking for a mature and experienced individual to take on this role. You'll need to be energetic, organised and self-directed, with strong process optimisation skills. Experience in our industry isn't necessary – whether you've run a restaurant, a guest house, a bakery or a meat-packing operation the skills are likely to be quite similar, although the details of our business might be different.

Working in a small business with an involved founder has pros and cons. We are looking for someone with the experience and confidence to help us take what we currently do to the next level; and a person who possesses the insight and communication skills to make the journey an enjoyable one. We have a ton of growth opportunities, and plenty of scope for your role to change in that process, if that's your ambition.