



Interflour Group

Job Description



Job Description

JOB TITLE	
Assistant Miller	
DEPARTMENT / UNIT	
Production-Milling/ IFV - Cai Mep Plant	
REPORTING TO	
Chief Miller	
Role	
To provide a full range support to Shift Miller about Production Planning, Reporting System, Inventory of Wheat & Spare-parts, Shift working schedule, safety operations, cleaning and hygiene	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • University degree or above; Major in Engineering is a prefer • High fluency in English (Listening, speaking and writing) TOIEC required: 350 • Good computer literacy (MS Office) • 2 years working experience in the same position and same responsibilities
Specific Skills (Knowledge, skills and abilities)	<p>Functional skills:</p> <ul style="list-style-type: none"> • Advanced technical skills and in-depth knowledge of the flour milling industry (Milling process, flour application and quality of flour product...) • Good knowledge of analysis and planning • Good practical skills at data analysis and applicative tools • Good numerical skills <p>Behavioural Competencies:</p> <ul style="list-style-type: none"> • Well organised and a problem solver • Excellent interpersonal and communication skills, a team player • Ability to work under pressure as well as multi-task

AREAS OF RESPONSIBILITY (AOR)
Header
Definition
IN ORDER TO, what results
Milling Operations Control (on shift)

- Receives and implements the production schedule issued by superior.
- Directs workforce at Milling Sections to achieve the set production schedules.
- Follows up & control the milling process from wheat transfer for cleaning to finished products & by-products produced.
- Timely report to Chief miller for solution and action of any milling /packing problems in daily.
- Coordinates with Lab R & D Manager/ Production Administration Manager/ Shift Millers & Packing Supervisors / Warehouse Supervisor to ensure the working shift under arrangement & properly control.
- Well control the computerized system at the Intake Tower & Mill Control Rooms.
- Co-supervises with S&E Coordinators to arrange cleaning workforce to upkeep the mill cleaned.
- Follow up & update timely the GMP (good manufacturing practices)

Product Quality Control

- Checks and controls wheat moisture before & after tempering time.
- Daily check & control the quality result of flour milling & packing process.
- Ensures the additives & chemicals prepared by Lab R&D Dept. properly used & mixed during milling process.
- Supervises & control the milling process to achieve the target stipulated for flour extraction rate.
- Not allowed to have any wrong flour transfer due to negligence or bad control.
- Timely report to Mill Manager/ Lab R&D Manager if having any technical issues & provide constructive suggestions if required.

Inventory Control

- Supervises the record & status of raw wheat discharged to Silo/ Raw Wheat Bin/ Warehouse & keep it in good storage condition.
- Assigns shift millers do proper record of additives, chemicals,
- Recycled flour, etc. at Milling Section, check & sign before submission.
- Coordinates with Mill Administration/ Warehouse/ Packing Sections to ensure Packing raw materials are available for production.
- Coordinates with Engineering/ Spare-part Store Keeper to ensure spare-parts ready for usage.
- Coordinates with Mill Delivery Coordinators/ Warehouse Supervisor to ensure products & by-products available for Sales.
- Well control & properly record the PP bags after usage for recycle, & initiate to arrange for repacking if necessary.