

Job announcement

Projects and Production Supervisor

Established since 2006 Bodia has started its activities by opening sheltering cocooning Spas (www.bodia-spa.com) in Siem Reap and Phnom Penh proposing an authentic vision of relaxation in a modernly designed Cambodian Spa. In order to guaranty the quality of its treatment Bodia has created its own line of natural products made in Cambodia that promotes the local know-hows and uses local resources under the brand Bodia Cambodian Apothecary (www.bodia.com).

Nowadays, Bodia is a network of 4 Spas in Cambodia dispensing quality treatments and proposing therapist training to other Spa or hotels and extending its service to franchise opening. Products are made in our own factory in Phnom Penh and sold in Spas, 6 dedicated boutiques, a network of 50 local customers, 1 online store.

Particularly sensitive to social progress to be made in professional environment of Cambodia, the Bodia group takes to heart to develop a long term activity in the respect of collaborator's dignity and therefor gets concerned by every social implication of its partners and collaborators by applying fair trade's principle on a daily basis.

In order to support and develop its operations and promote its image, Bodia is seeking for a **Project and Production Supervisor**.

Contract's type: Full time job local contract.

Duration: 2 years minimum

Salary: \$300-500 depending on profile and experience

Location: Phnom Penh

Position profile:

The Project and Production Supervisor (PPS) is in charge of factory transversal projects and is the assistant and backup for the Production Coordinator in the factory. He/She responds to the Factory Manager. He/She is in charge of:

- Production Coordinator's back-up and assistant
- Factory's transversal projects management

Functions & responsibilities:

PPS shall have following responsibilities:

- Production Coordinator's back-up and assistant

On a daily basis, the PPS assists the Production Coordinator in his assigned tasks, including:

- production planning and follow-up
- management of production supervisors and team
- people development
- process improvement and problem solving

- follow-up on Non Conformities

During the absence of production manager, the PPS is the direct back-up of production Coordinator and is able to take on his/her responsibilities to ensure smooth ongoing of production.

At all times, PPS shows a model behavior, and is responsible to keep discipline inside of production team and infuse positive energy to the staff.

- Factory's transversal projects management

PPS is in charge of transversal projects in the factory, including projects related to facilities, maintenance, logistics, and any other topic that involves different departments within the factory.

He/she will complete different projects falling under his/her responsibility by:

- Identifying the right tasks, appropriate budget and resources needed for the project
- Creating a realistic planning
- Managing respectively internal and external staffs involved in the project to complete the allocated tasks
- Following up and reporting on tasks advancement to direct manager
- Achieve the project within the defined budget, timeline, and objective

Requested skills:

- Minimum: Bachelor's degree in scientific/ engineering field
- Significant experience in project leading and production supervising (including internship)
- English, spoken, read, written.
- Creative and open mind
- Pack office
- Experience in people management is preferred

Code of conduct:

The candidates shall be self-conducted, independent and creative. Meticulous, he/she know how to work under pressure and take initiative while maintaining an appropriate communication between all departments' members.

He/ She know how to adapt in a challenging working environment that combines various culture and working conditions.

Candidates shall address CV and cover letter to: antoine.bancel@bodia.com