



**Position** : Lead Operator

**Nature** : Full Time

### **Job Responsibilities**

- Lead and supervise paper machine operations, including pulping, screening, refining, thickening, forming, pressing, drying, chemical dosing, and winding sections to ensure smooth and continuous production.
- Assign tasks and coordinate daily activities of machine operators and helpers to ensure optimal manpower utilization and workflow efficiency.
- Monitor production performance and ensure that targets for output, product quality, and waste reduction are consistently achieved.
- Adjust machine settings and perform advanced troubleshooting to resolve complex operational issues and maintain process stability.
- Ensure that paper quality meets required specifications and customer requirements, taking immediate corrective actions for any deviations.
- Coordinate closely with maintenance teams for equipment breakdowns, preventive maintenance, and repair activities to minimize downtime.
- Train, guide, and mentor junior operators and new employees to enhance competency, performance, and operational knowledge.
- Review, verify, and maintain accurate production reports, logs, and shift handover records to ensure proper documentation and traceability.
- Optimize machine efficiency and support continuous improvement initiatives to enhance productivity, reduce losses, and improve operational performance.
- Ensure full compliance with all environmental, safety, and health (ESH) regulations, company policies, and operational standards, promoting a strong culture of compliance and risk management.
- Actively support and participate in ESH initiatives, including training, audits, inspections, and continuous improvement programs to enhance workplace safety and environmental sustainability.
- Perform any other duties as assigned by management from time to time.

## Job Requirements

- Minimum Certificate or Diploma in Mechanical Engineering, Chemical Engineering, Pulp & Paper Technology, or related field.
- Minimum 3–5 years of working experience in paper mill operations or manufacturing environment, with at least 1–2 years in a supervisory or lead role.
- Strong knowledge of paper machine processes, including stock preparation, machine operation, and quality control systems.
- Proven ability to lead and supervise a team in a fast-paced production environment.
- Familiarity with environmental, safety, and health (ESH) standards and regulatory compliance requirements.
- Ability to analyze production data and prepare accurate reports.
- Good communication and coordination skills with cross-functional departments.
- Willingness to work on shift rotation, including night shifts, weekends, and overtime when required.
- Basic computer literacy for reporting and operational documentation.
- Strong sense of responsibility, discipline, and commitment to continuous improvement and operational excellence.