

PRODUCTION ASSOCIATE

REPORTING TO: Product & Production Manager

Magana, Kiambu (HQ) | Full Time

Job Grade: JG3

Company Overview:

Grounded is a women-run manufacturer of non-toxic cleaning products powered by Kenyan ingredients. Founded in 2017, Grounded manufactures over 30 products.. We are looking for a Production Associate to oversee production of the entire portfolio of Grounded products, including daily guidance for the production team to achieve weekly output targets.

What You'll Do:

- Collaborate with the demand planner to ensure proper scheduling of procurement and production to meet market demand. Set daily and weekly plans.
- Provide daily guidance to Production Operators: task allocations, targets, outputs against the targets. Support team members to grow in their roles, taking on additional tasks.
- Ensure there is enough product in the pipeline to sustain demand. No partial fulfillments.
- Support procurement in ensuring sufficient inputs in the factory at all time, so as to avoid line-down.
- Ensure production inputs are taken care of and accounted for suitably, used appropriately in production. Bundle production into Zoho, daily.
- Ensure the production floor is kept clean, according to the 5S system so as to sustain a productive and safe work environment.
- Support leadership in compliance with all government regulations.
- Contribute to the routine production of Grounded as needed with a mindset of constant growth and improvement.
- Work with Quality Control to ensure products meet the quality standard and recipe conformity as set by management.
- Understand capacity of the production floor and initiate projects to unlock more capacity.
- Ensure accurate and detailed reporting on production, with focus on targets vs actuals, recipe adherence, quality adherence, and finished good presentation.

- Support recruiting and onboarding of new production team members. Oversee casual laborers.
- Serve as a leader for the team when the Production Manager is out of the office, or as needed.
- Support the Product Development Associate with research and development of new products.

What You'll Need:

- Education: Bsc. in Chemistry, Industrial Chemistry, Analytical Chemistry, Biochemistry, or a related subject. Equivalent experience also accepted.
- Experience: 2+ years cleaning-focused companies with a track record in manufacturing success.
- Strong understanding of quality and safety certifications (including KEBS) and corresponding formulation requirements.
- Strong knowledge of ingredient efficacy; formulation of liquid and solid products; analytical chemistry; user-centered design; consumer insights.
- Excellent communication skills, discussing and describing data related analysis and ability to work with team members across different departments
- Experience and high capacity in managing multiple assignments at the same time and delivering high quality outputs.

What does success look like:

- Ensuring the production team follows the plan and produces high quality product.
- Ensuring there are no partial fulfillments by having enough product in the pipeline.
- Promptly communicating low stock of production inputs to procurement team.
- Leading the team in doing accurate stock count of production inputs, with the goal of zero discrepancy. If discrepancy, promptly supporting the Production Manager and Accountant in resolving the issue.
- Aware of COGS and thinking through how to reduce cost of production.
- Supporting Production Manager in thinking through capacity building.