

# PROGRESS WITH PRIDE

**Cantec Printing and Packaging (Pvt) Ltd** is a pioneer manufacturer in Metal & Plastic Packaging, for food and Paint Industries in Sri Lanka as a fully owned subsidiary of the diversified conglomerate of Silicon Holdings. Silicon Holding is powered by over 280 dedicated employees who share a common vision of excellence in their professional attitudes. We have five (05) manufacturing facilities at Industrial Estate, Ekala, Ja-Ela and two (02) manufacturing facilities at Kamburugamuwa, Matara. We provide the best packaging solution in the fastest manner to meet the growing industrial requirement. In order to facilitate further expansion Cantec has set its sights on taking on board professional achievers to lift the company to its next level in pursuit of excellence. Applications are called from the suitable candidate to fill the following vacancy at our manufacturing facility at **Industrial Estate, Ekala, Ja-Ela.**

## Production Coordinators

**JOB SUMMARY:** Responsible for follow-up that respective production department meets department deliverables within the service limits, time lines set by the management. Ensure production documentation and administrative matters relating to the production are handled smoothly.

### JOB PROFILE

- Review orders, to determine priorities, ensure fulfilment accuracy, completeness, condition on material, throughput and final production required to meet the order delivery schedules.
- Work with Managers to coordinate, plan and delegate daily work responsibilities to production staff.
- Ensure the availability of production and packing materials.
- Input data from source documents into ERP system.
- Ensure documents, data and records are properly updated and filed for ease of retrieval.
- Follow-up employees' production targets, leaves, working shift arrangement, OT request and facilities administration.
- Prepare MIS reports relating to production and maintain accurate records in order to take Management decisions.

### PERSONAL PROFILE

- Good results in G.C.E (O/L) & (A/L).
- At least an one (01) year hands on experience in a similar capacity in the packaging material industry or manufacturing industry will be a distinct advantage.
- A working knowledge on ERP environment & planning tools will be a distinct advantage
- Proficiency in Microsoft Office packages (Excel, Word, and PowerPoint).
- Good communication skill, time management skill & organizational skills.
- Preference will be given to candidates residing in **close proximity** to Ekala, Kandana, Ja-Ela, Kotugoda or Seeduwa areas.

The remuneration package for the above position is very competitive and the rewards are performance driven. If you are confident that you can fulfil the above requirements, please send us your application with contact details of two non-related referees to [careers@cantec.lk](mailto:careers@cantec.lk) within 07 days of this advertisement indicating the position applied for on the subject line of the email. Influencing will not have any bearing on the selection process, which is merit based.



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