

BUZIGAHILL

Job Description: Workshop Supervisor

Position Title: Workshop Supervisor

Department: Production

Reports To: Production Manager

Position Summary:

The Supervisor shall take lead in operationalizing BHCC's production workshops.

Key Responsibilities:

The Supervisor shall precisely be responsible for the following:

- Collaborate with the Production Manager, Creative Director and tailors to bring garments from conception to completion.
- Organise all activities at BHCC's workshops to ensure the smooth day to day operations;
- Lead the tailoring team, provide advisory and organisational support;
- Allocate tasks to tailors, monitor progress, create timelines and deliverables, and feed information to the Production Manager;
- Liaise with Production Manager and Sourcing Clerk for the timely procurement of materials required for production;
- Liaise with Production Manager for regular machine maintenance;
- Provide management with assessments of team members as and when required;
- Train tailors and provide them with constant feedback;
- Provide assistance to ensure smooth operations in the production department, including but not limited to the above listed activities.

Education and Experience Requirements:

- Minimum: Degree/Diploma in Tailoring/Certificate, Fashion Design, or related field
- Relevant work experience in garment production or tailoring supervision is desirable

BHCC Kaizen:

- Continuously seek ways to improve processes, product quality and team performance.

Interested candidates should send cvs/ portfolios to tukole@buzigahill.com