

## **Job Description: Factory Manager**

Location: Greater Noida

Post: Factory Manager

Reporting To: Head of Operations

Industry: FMCG – Bakery & Confectionery

### **Role Overview**

We are seeking a dynamic and intelligent Factory Manager with mandatory packaged cake manufacturing experience to lead and manage end-to-end factory operations. The candidate will initially work closely with leadership and, within 6 months, take full ownership of production, quality, compliance, and team management, ensuring efficiency, food safety, and operational excellence. As this is a startup environment, the role also involves leading the setup and commissioning of a fully automatic cake manufacturing unit, establishing systems and processes from scratch, and ensuring smooth transition from project stage to steady-state operations.

### **Key Responsibilities**

#### **1. Process Optimization**

- Analyze existing bakery production processes to identify bottlenecks and inefficiencies.
- Collaborate with cross-functional teams (engineering, procurement, QA) to implement process enhancements.
- Continuously monitor and evaluate process performance to ensure optimal throughput and efficiency.

#### **2. Standard Operating Procedures (SOPs)**

- Develop, improve, and enforce SOPs for all production processes.
- Establish critical checkpoints at each stage of cake production for consistency and quality.
- Train and educate production staff on SOPs, hygiene, and best practices.

#### **3. Loss & Waste Reduction**

- Identify sources of wastage (raw material, packaging, utilities) and inefficiencies.
- Implement strategies to reduce losses and improve yield.
- Conduct root cause analysis (RCA) and implement corrective/preventive actions.

#### **4. Cost Control & Efficiency**

- Analyze input costs and identify opportunities for cost savings.
- Collaborate with procurement to negotiate better terms with suppliers.
- Implement cost-effective solutions without compromising product quality or safety.

## 5. Production Planning & Output

- Streamline production schedules to meet sales forecasts and delivery timelines.
- Optimize production cycles to maximize output and reduce downtime.
- Ensure efficient allocation of manpower and machinery to meet daily/weekly targets.

## 6. Equipment & Maintenance Management

- Oversee preventive and breakdown maintenance of bakery machinery (mixers, depositors, ovens, cooling conveyors, packaging machines).
- Ensure all equipment is calibrated, serviced, and functioning optimally.
- Work with the engineering team to improve machine reliability and uptime.

## 7. Food Safety, Quality & Compliance

- Ensure strict adherence to FSSAI, HACCP, ISO, GMP, and internal food safety standards.
- Collaborate with Quality Control to implement in-process checks and final product validation.
- Conduct internal audits and prepare for external inspections.
- Enforce hygiene and sanitation across the plant.

## 8. People & Team Leadership

- Build, train, and lead the factory workforce and supervisors.
- Create a culture of accountability, teamwork, and continuous improvement.
- Drive safety awareness and ensure compliance with workplace safety protocols.

## 9. Energy & Resource Efficiency

- Identify opportunities to save energy and reduce utility costs (electricity, compressed air, water, PNG).
- Implement energy-efficient practices and monitor consumption patterns.
- Drive sustainable factory practices in line with company goals.

## 10. Reporting & Administration

- Maintain complete records of production, quality, safety, and compliance.
- Prepare and present factory performance reports (output, OEE, downtime, wastage, cost savings) to management.
- Liaise with external auditors, statutory bodies, and regulatory authorities.

## 11. Factory Setup & Startup Operations

- Lead the setup and commissioning of the new fully automatic cake manufacturing unit.
- Collaborate with equipment suppliers site team for timely installation and trials.
- Establish plant infrastructure, workflows, and resource planning from scratch.
- Define KPIs, systems, and reporting structures aligned with startup growth goals.
- Ensure smooth transition from project phase to steady-state factory operations.

## Qualifications & Experience

- Bachelor's in Food Technology/Electrical/Production/Mechanical.

- 7–10 years of experience in factory/plant management within FMCG – Cake
- Hands-on experience in packaged cake manufacturing is mandatory.
- Proven ability to manage large teams, improve processes, and deliver operational KPIs.
- Strong knowledge of compliance frameworks (FSSAI, HACCP, ISO, GMP).
- Experience in automation-driven plants will be an added advantage.

### **Desired Traits**

- High ownership, accountability, and entrepreneurial mindset.
- Strong analytical and problem-solving skills.
- Excellent leadership, communication, and team-building abilities.
- Ability to thrive in a fast-paced, VC-backed startup environment.

### **What We Offer**

- Opportunity to lead end-to-end factory operations in a high-growth FMCG startup.
- Career acceleration with performance-based rewards.
- Exposure to modern bakery automation and global best practices.
- Chance to build, scale, and professionalize a state-of-the-art packaged cake facility.