



a gategroup member

[Gate Gourmet Hong Kong Ltd](#)

Do you want to join a team of more than 27,500 colleagues in a truly global company spanning 6 continents, 32 countries and 124 locations world-wide?

Gate Gourmet is the leading independent provider of airline catering and provisioning services. Gate Gourmet is the core business behind gategroup (<http://www.gategroup.com/>), whose ten associated companies offer customers a comprehensive scope of products and services for virtually any onboard need - from innovative menu design to stylish packaging to sophisticated supply chain solutions.

Assistant Production Manager (Airline Catering)

Responsibilities:

- Responsible for planning, coordinating and controlling of production processes, overseeing quality control and ensuring products are produced on time or projects completed within the deadline.
- Establish appropriate improvement strategies based on the nature of opportunities.
- Monitor and ensure the performance of entire production process comply with corporate standard, i.e. hygiene, product safety quality and quantity and production time
- Review the operation effectiveness and present the improvement proposals to management
- Manage and guide the production team members to maximize the utilization of resources and minimize the wastage
- Drive continuous improvement by developing and implementing systems and process improvements that optimize all phases of the production process; be actively involved in the development and implementation of long term quality improvement plans.
- Provide technical inputs for root cause analysis and corrective action. Support in reporting and responses to customer complaints.
- Initiate actions to prevent the occurrence of any quality non-conformances related to product, process and systems.
- Performs a variety of functions necessary for the successful operation of the department, as assigned by the management of the company.
- Develop and implement strategies of consistency of practices across business lines.
- Address employee concerns and complaints in professional manner.
- Assist in interviewing, hiring and training new employees.
- Manage performance review, appraisals, and promotions for employees.
- Ensure safety measures and procedures are followed to reduce unexpected incidents and hazards.
- Determine resource requirements and work allocation for production operation.
- Analyze overall budget and implement cost-optimization initiatives.
- Motivating, organizing and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded.
- Producing regular reports and statistics on a daily, weekly and monthly basis;
- Conduct department meeting and briefing the team on a daily basis;

- Ensure labor controls are in place and effective
- Assist in other ad-hoc projects as assigned

Requirements:

- Bachelor Degree in Industrial Engineering / Food Production / Business Administration or related disciplines
- Minimum 7 years solid experience in production management with at least 3 years in managerial /supervisory level
- Excellent written and oral communication skills in English
- Good command of written and oral communication skills, multi-lingual a plus
- Basic computer skills required. Working knowledge of Microsoft Office products preferred
- Ability to work in a fast paced, deadline driven environment.
- Able to resolve the problem for the department
- Able to review, observe and analyze the information from various sources
- Must have strong and effective leadership skills, and the ability to successfully manage the staff.
- With continuous improvement knowledge
- Candidate must be comfortable with all levels of employees and have the ability to drive positive program change.
- Ability to train others is required.
- Must have the ability to give negative and positive feedback to employees on a daily basis.
- Excellent time management skills required. Ability to handle multiple tasks without losing focus on priorities.
- Strong organizational, analytical, communication and leadership skills required.
- Must be innovative and have the ability to make changes to the operation as needed to further improve the work environment and unit performance.
- Strong interpersonal skills and the ability to interact effectively with multiple departments and customers

We offer competitive remuneration package to the right candidate.

Gate Gourmet Hong Kong Limited is located at 10 Catering Road West, Hong Kong International Airport.

Interested parties please email your application, including current and expected package to Human Resources Manager at hkjob1@gategourmet.com

Personal data collected will be used for recruitment purpose only.