

Vistari SEZ Limited - Job description

Job details	
Job title: Production Clerk	Line Manager title: Production Planning & Control Manager
Department: Production	Location: Eldoret, Kenya
Direct reports	
None	
Job summary	
The Production Clerk supports production operations by coordinating workflows, materials, and documentation to ensure smooth and efficient production processes. The Production Assistant assists the Production Planning & Control (PPC) Manager in executing production schedules, monitoring output, maintaining workplace organisation, and ensuring quality, safety, and housekeeping standards are upheld across the production floor. The role serves as the link between Machine Operators, Production Supervisors and the PPC unit, ensuring timely communication, accurate reporting, and consistent adherence to operational procedures.	
Key roles and responsibilities	
Production Coordination & Execution - Support the implementation of daily and weekly production plans as guided by the Production Planning & Control Manager. - Receive and review order sheets, work orders, and sample swatches to confirm product specifications and production targets. - Track and record daily production progress, noting output, downtime, and material usage. - Assist in balancing workloads and organising machine and operator assignments to achieve target output. - Coordinate with Warehousing and Engineering to ensure raw materials, spares, and accessories are available at workstations before production begins. Quality & Process Support - Verify that pre-production samples match approved quality standards before production commencement. - Support the quality team in monitoring in-process checks and correcting deviations. - Identify defective or non-conforming products and escalate to the supervisor for corrective action. - Promote adherence to standard operating procedures (SOPs) and good manufacturing practices (GMP). Material Handling & Documentation - Maintain accurate production records, including attendance, output, rejects, and rework. - Assist in tracking material movement between sections. - Prepare and update daily production logs, operator performance sheets, and floor reports. - Support inventory control by reconciling materials, fabric, trims, and accessories issued versus used. Workplace Organisation & Safety - Liaise with Production Supervisors to ensure that production areas, machines, and equipment are clean, organised, and safely operated. - Check that all workstations have adequate lighting, ventilation, and required safety signage. - Verify that machine guards and protective devices are functional and correctly installed. - Enforce proper use of personal protective equipment (PPE) among operators and helpers. - Support floor safety audits and immediately report hazards or unsafe conditions to the Supervisors. Team Support & Communication - Coordinate between departments to ensure workflow continuity. - Assist in conducting pre-production meetings, daily briefings, and shift handovers. - Participate in training and upskilling programs for operators and new recruits. - Contribute to building teamwork, motivation, and a positive floor environment.	

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- **Continuous Improvement & Efficiency**
 - Suggest minor process improvements to enhance workflow and reduce waste or idle time.
 - Monitor progress of production against plans and alert Production Supervisors of potential delays.
 - Participate in lean initiatives, 5S (Sort, Set in Order, Shine, Standardise, and Sustain) activities, and productivity improvement drives.
 - Maintain awareness of production targets, line efficiency, and quality performance indicators.
- **Compliance with Vistari's Corporate Systems**
 - Apply the highest standards of internal controls and risk management practices and behaviours and embed a positive risk and control culture.
 - Demonstrate prudence, sound judgement, and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.
 - Promote and adhere to Vistari's core values and ensure compliance with organisational policies and procedures, collective agreements, and statutory employment standards.
 - Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens Vistari's reputation.
 - Adhere to safeguarding policies and procedures and immediately report any safeguarding concerns.
 - Any other related responsibilities that may be assigned by the Line Manager from time to time.

Academic and professional qualifications

- Diploma or Certificate in Textile Technology, Production Management, Industrial Engineering, or a related field.
- Completion of a recognised sewing or garment technology course is an added advantage.
- Certificate in Computer Applications is an added advantage.

Work experience

- Minimum of two (2) years' experience in textile or apparel production, preferably as a Machine Operator, Production Clerk, or Floor Assistant.
- Good understanding of production processes, quality checks, and workplace safety requirements.

Technical skills and behavioural competencies

- **Production Coordination:** Ability to organise workflow and support execution of production plans.
- **Attention to Detail:** Accuracy in documentation, order verification, and quality follow-up.
- **Teamwork & Communication:** Strong interpersonal skills to liaise effectively with operators and supervisors.
- **Technical Familiarity:** Basic knowledge of textile/apparel machinery and process flow.
- **Time Management:** Ability to prioritise multiple tasks in a fast-paced environment.
- **Safety & Cleanliness Awareness:** Commitment to maintaining orderly and compliant workspaces.
- **Initiative & Learning Agility:** Eagerness to learn new skills and grow within production management.
- **Problem Solving:** Analytical approach to identifying and resolving operational challenges.
- **Adaptability:** Ability to work under pressure and adjust to changing priorities.
- **Values and work ethic:** High integrity, ethical judgment, results-driven approach, and commitment to accountability.

Sign off

Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Secondary Reviewer name:	Signature:	Date: