

Vistari SEZ Limited - Job description

Job details	
Job title: Making Up Assistant - Production	Line Manager title: Supervisor, Making Up - Production
Department: Production	Location: Eldoret, Kenya
Direct reports	
None	
Job summary	
The Making Up Assistant supports the making-up and finishing stages of the production process by assisting in the preparation, assembly, stitching, inspection, and packaging of textile and garment products. The role supports the smooth flow of production operations by ensuring materials, semi-finished items, and finished goods move efficiently through each stage, contributing directly to workflow continuity, product quality, and compliance with safety, housekeeping, and labour standards across shifts.	
Key roles and responsibilities	
Production Process Support - Assist in the preparation and handling of semi-finished fabric, panels, and accessories moving from finishing or dyeing into making up. - Support cutting, trimming, and marking processes to ensure accuracy in product dimensions and alignment. - Feed, align, and collect materials through machines or manual stations as directed by the Line Manager. - Handle bundling, counting, and movement of material between workstations to maintain smooth workflow. - Assist in pre-finishing operations such as pressing, folding, labelling, and tagging. - Participate in packaging, sealing, and dispatch preparation for completed products. Making Up & Assembly - Assist operators and machinists in assembling, stitching, hemming, and overlocking as required. - Carry out minor manual tasks in joining, checking, and assembling pieces into final form. - Support the alignment of production activities with batch cards, work orders, and style sheets. - Perform simple machine threading, trimming, or adjustments under supervision. - Handle garments or finished fabric with care to avoid contamination, damage, or creasing. Quality, Inspection & Process Control - Inspect materials at each stage of making up for conformity to standards - checking seams, alignment, colour match, and finish. - Identify and report defects, loose threads, stains, or dimension discrepancies immediately to the Line Manager or Quality Assurance team. - Participate in in-line and end-line quality checks, ensuring defective items are isolated for rework. - Adhere to quality control procedures, ensuring production output meets approved sample and specification sheets. Materials Handling & Record Keeping - Assist in receiving and issuing materials, trims, and accessories from the Warehouse for assigned lines. - Maintain basic records of items received, issued, or returned at the end of the shift. - Support accurate labelling and bundling of finished batches for easy identification and traceability. - Assist in physical stock counts, reconciliations, and housekeeping of material storage areas. Safety, Housekeeping & Compliance - Maintain a clean, organised, and safe workstation in accordance with 5S (Sort, Set in Order, Shine, Standardise, and Sustain) standards. - Ensure compliance with health and safety requirements by wearing appropriate PPE and using tools correctly. - Report any unsafe conditions, faulty equipment, or near misses to the Line Manager immediately.	

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- Dispose of waste materials (threads, trims, fabric offcuts) responsibly and participate in regular housekeeping routines.
- Comply with shift rules, attendance, and conduct expectations as per company policy.
- **Teamwork, Communication & Learning**
 - Collaborate closely with machine operators, production assistants, and quality inspectors to maintain output targets.
 - Communicate progress, delays, or material shortages to the Line Manager in a timely manner.
 - Support training of new team members or apprentices in basic making-up procedures.
 - Participate in shift handovers and team briefings to ensure operational continuity.
 - Show willingness to learn additional production skills and rotate between related workstations where needed.
- **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

- Certificate or Diploma in Garment Making, Tailoring, Textile Production, or related field from a recognized institution.
- Basic understanding of sewing, pressing, packaging, or textile finishing processes.
- Training in workplace safety or industrial housekeeping is an added advantage.
- Certificate in Computer Applications is an added advantage.

Work experience

- Minimum of two (2) years' experience in a textile or garment production environment (weaving, finishing, or making-up sections).
- Good understanding of production processes, quality checks, and workplace safety requirements.

Technical skills and behavioural competencies

- **Production Process Knowledge:** Understanding of textile production flow, from finishing to making up and packaging.
- **Technical Dexterity:** Ability to perform manual and semi-automated assembly, sewing, and handling tasks efficiently.
- **Quality Awareness:** Attention to detail to ensure alignment, stitching, and finishing meet required standards.
- **Efficiency & Time Management:** Ability to work methodically and meet production targets within shift timelines.
- **Safety & Compliance:** Observes workplace safety rules, PPE use, and 5S (Sort, Set in Order, Shine, Standardize, and Sustain) principles at all times.
- **Teamwork & Cooperation:** Works collaboratively within a line team, supporting continuous workflow.
- **Adaptability:** Willing to rotate across related production functions (cutting, finishing, packing).
- **Communication:** Listens attentively and follows Line Manager's instructions precisely.
- **Reliability:** Consistently punctual, dependable, and responsible in assigned duties.
- **Continuous Improvement:** Open to learning and participating in efficiency, Kaizen, or quality enhancement programs.

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- **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: