

# PRODUCTION AND OPERATION EXECUTIVE



Wijeya Newspapers Limited, the renowned publisher of over 13 daily, weekly, and monthly publications, including newspapers with the highest circulation in the country, has vastly expanded its business operations since its inception. We established a state-of-the-art factory in Hokandara, a cable television channel, the REACH transport service, and digital services. As a result, we are currently seeking dynamic and enthusiastic individuals to fill the following position.

## CANDIDATE PROFILE

### Job Description:

The Production and Operation Executive in the Printing Department at Wijeya Newspapers Limited is responsible for overseeing and coordinating the production processes, ensuring that printing operations run smoothly and efficiently. This role involves managing schedules, supervising staff, maintaining quality control, and ensuring timely delivery of printed materials.

### Qualifications:

- Bachelor's degree of Higher Diploma in Manufacturing or Production Engineering, Industrial Engineering or Technology, HNDE/ NDT/ Similar Degree or Higher Diploma or a related field.
- Strong understanding of printing technologies, processes, and equipment.
- Proficiency in production management software and tools.
- Minimum of 2-3 years of experience in production and operations management within the printing industry.
- Proven experience in managing production schedules, quality control, and inventory management.
- Experience in supervising and training staff, and handling customer coordination.
- Demonstrated ability to optimize production processes and improve operational efficiency.
- Male candidates are encouraged to apply.
- Below 35 years..

### Key Responsibilities:

- Plan, schedule, and monitor printing processes, ensuring materials and staff are available.
- Implement and maintain quality procedures, inspect production, and address feedback.
- Optimize production to reduce waste and improve processes.
- Supervise, train, and evaluate production staff
- Maintain equipment and troubleshoot technical issues.
- Manage inventory levels and coordinate with suppliers.
- Maintain production records and prepare performance reports.
- Understand customer needs, provide updates, and ensure timely delivery.

### How to Apply:

The successful candidate can look forward to a rewarding career with a high level of industrial exposure. Interested candidates may apply within 10 days of this advertisement indicating the position applied for in the subject line of the email to [careers@wijeya.lk](mailto:careers@wijeya.lk) with details of two non-related referees