



Mulbah Rubber Estate

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RSS Factory Staff Vacancies & Job Description

Background

Mulbah Rubber Estate (MRE) is a sole proprietorship business under the laws of the Republic of Liberia. MRE has been operational since 1989. It has a total of 609 acres out of which 375 acres is planted with immature rubber in Todee and Sanoyea while she is currently harvesting from 234 acres in Upper Margibi County. Its primary business is selling raw coagulated rubber to Firestone. However, MRE through its manager, participated in the training on tapping techniques, latex exploitation, collection and Ribbed Smoked Sheet (RSS) Processing. As a result of the skills acquired from the training, she has over the years provided support in awareness creation on RSS as an alternative product to farmers and have decided expanding into RSS production and sale. The company has also taken the first step by independently conducting a rubber farm inventory survey for surrounding farmers who are expected to sell latex to it for RSS processing and are willing to enter into supplier relationship contract.

As MRE RSS production plant draws toward the end of the construction phase, it is now turning its attention toward recruiting, training, production, quality control, etc. The company (MRE) therefore requires trainable applicants for the below positions for its plant's operations; **Interested persons should drop hard copy of their application at RPAL's head office on 14th street sinkor Monrovia Liberia or via email to opportunitiesmre@gmail.com**

[Deadline for all application is June 20, 2019 but early application is encouraged.](#)

Description of Roles

Role	Shifts	Number Required
Management Team		
Factory Manager		1
Business and Finance Manager		1
Factory Shift Supervisors	6am - 2pm; 2pm - 10pm; 10pm - 6am	3
Factory Wet Crew (Normal Working Hours: 6am - 4pm, staggered shifts)		
Removal of separators / coagulum transport	6am - 2pm	2
Mill cleaning / rolling	7am - 3pm	2
Sheets washing	7am - 3pm	2
Loading trolleys hangers NWH	7am - 3pm	2
Washing bulking / coagulation taks / bulking and coagulation / washing bulking tanks	8am - 4pm	7
Factory Dry Crew		
Firewood / saw dust preparation / firing / turning over sheets	6am - 2pm; 2pm - 10pm; 10pm - 6am	7
Sorting, grading and packing	9am - 5pm	4
Other Workforce		
Additional factory crew		5
Driver	7am - 5pm	1
Conductor / Field Clerk	7am - 5pm	1
Total		38

Factory Manager

Key Responsibilities

Management

- Manage the businesses relationship with farming groups, resource providers and stakeholders participating in RSS production.
- Liaise with latex suppliers in order to maintain quality, quantity and timely delivery to RSS factory.
- Maintain the quality of field latex of suppliers until the latex is received by the factory (from the field to the factory).
- Provide day to day technical assistance to factory staff, farming groups, and stakeholders, based on operational guidelines associated with RSS production.
- Manage the issuance of adequate quantity of chemicals to latex suppliers, maintain sufficient stocks on the farm and records of same.
- Monitor the consumption of chemicals in the field, factory and control of same.
- Implement practices of continuous improvement across the rest of the factory management team and to factory workers

Others

- Manage disposal of factory waste
- Manage risk in terms of fire hazard
- Manage the welfare of workforce
- Implement maintenance of machinery, factory building and fire extinguishers
- Maintain proper inventory of all items

Factory Operations

- Planning of day-to-day operations of the factory
- Recruit the labour force required and maintain same
- Identification of various tasks depending on the circumstances for deployment of workforce to designated tasks in order to carry out the daily operation smoothly with minimum problems
- Process all latex received for RSS into best quality RSS
- Maintain the quality of RSS products until dispatched
- Ensure RSS produced is sorted and graded
- Record all aspect of inputs and outputs in the factory
- Upkeep the factory and its premises in compliance with general maintenance practices (GMP)
- Dispatch products on time liaising with the management and buyers

Skills, Experience and Attributes

- Proven management and supervisory training with at least 15-years management experience
- Good communication and people skills
- Good organisation skills
- Good reading, writing and numerical skills
- Problem solving, take responsibility and action
- System oriented person
- Ability to run an organised office and plan daily or weekly activities
- Positive and self-motivating attitude
- A team player

Business and Finance Manager

Key Responsibilities

- Manage Fixed Assets, RSS and materials stock
- Drive and maximise all sales opportunities
- Maximise and generate additional income as well as having a detailed understanding of all income streams
- Establish and manage new partnerships that reduce operating cost or increase revenues (e.g. sharing production capability and joint-export opportunities)
- Lead and manage any business support and administrative staff
- Attract candidates and vet them for roles
- Responsible for vetting all invoices (sales & suppliers)
- Responsible for raising payment requests for approval authority signature
- Responsible for implementing and maintaining standard and required accounting and financial management information reporting
- Publish and deliver annual performance improvement strategies
- Communicate with, monitor, and motivate employees

Skills, Experience & Attributes

- At least 12-years of business or financial management experience in a management role
- Proven as remarkably disciplined and driven with an entrepreneurial spirit
- Good knowledge of accounting and financial management, ideally with a recognised qualification
- Ability to establish, analyse and effectively report management information to all levels of staff and directors
- Excellent leadership and communication skills
- Ability to motivate and inspire staff at all levels
- A team player

Factory Shift Supervisor (x3)

Description

Factory Shift Supervisors will work alternative shift patterns over a 24-hour period. They will alternate through three key shift patterns every 4-6-weeks (6am - 2pm; 2pm - 10pm; 10pm - 6am). They will be responsible for overseeing all aspects of production (both wet and dry) during their shift. They will be responsible for supervising the outputs of shift workers and managing any issues that arise. Shift supervisors are also responsible for maintaining high standards on the factory floor and taking any disciplinary action on minor staff transgressions, sharing their records with the senior factory manager at the end of each shift. Shift supervisors are also responsible for maintaining the shift rotas, scheduling annual leave, monitoring attendance and carrying out line management duties for a number of staff.

Key Responsibilities

- Communicates job expectations
- Plans, monitors, and appraises shift results
- Enforces systems, policies, and procedures set
- Records non-compliance with procedures and any issues
- Coaches, counsels, and disciplines factory staff
- Plans and maintains the factory staffing rota; responsible for planning shifts, staff annual leave and filling staffing gaps
- Coordinates RSS manufacturing routine in both wet and dry ends which include but not limited to:
 - Latex collection
 - Standardisation
 - Re – straining
 - Coagulation
 - Milling
 - Sheets washing
 - Dripping
 - Smoking
 - Grading, packing and storing

Skills, Experience & Attributes

- At least 5-years' experience of previously supervising or managing a minimum of 8-staff
- Proven as remarkably disciplined and driven
- Highly conscious of quality and continuous improvement
- Good communication skills
- Good team management skills
- Excellent planning skills
- Good reading and writing skills; capable of implementing procedures and recording compliance and outputs
- Ability to motivate and inspire staff at all levels
- A team player

RSS Factory - Wet Crew (x15)

A. Removal of separators/coagulum transport (x2)

Key Responsibilities

A team of two is responsible for this operations in seven and a half (7 1/2) hours on the job plus half (1/2) hour lunch beginning from 6:00 am daily by:

- Removing separators between coagulum in the coagulation tanks;
- Placing the coagulum on a clean flat aluminium sheet table or a wooden table;
- Observing the edges of coagulum placed on the table; and
- Where the pointed edges are visible, press with fingers/palms to form the whole coagulum into a uniform shape without thick edges. (Caution: In thick edges, some moisture remains after the completion of drying sheets which ultimately generate mould).

B. Mill cleaning/coagulum rolling (x2)

Key Responsibilities

A team of two is also required to start and complete this operations on daily basis

- Before rolling of coagulum commence, the rollers are washed with clean water and ensuring that plumbing lines spilling water on the roller are operational; and surrounding of the rollers should free of serum and all safety measure operating the roller should be in place;
- During milling, the operator must ensure that all folded edges should be straightened before feeding into the sheeting battery to prevent thick brown edges on RSS sheets; and
- After this routine, at the close of business, the team should wash rollers and refresh the next.

C. Sheets washing (x2)

Key Responsibilities

This operation is implemented by a team of two (2) staff with the responsibilities to:

- Ensure that water use for washing rolled sheets is cleaned and freed from dirt contamination;
- Ensure all edges of the RSS sheet after rolling are uniform in thickness and that there are no thick edges to trap moisture;
- Separate thick edges sheets from uniform thickness and send to millers for re – rolling;
- Milled uniformed thick sheets should be soaked in running water (tub) for a short time after milling to wash off the residual non-rubbers to avoid decolouration and mould during the next step (dripping);
- Wash wet sheets after rolling and ensure the extraction of all foreign matters;
- Double check cleaned sheets with uniform thickness before passing them to team loading the trolleys; and
- Change water used to wash sheets as frequently as possible to avoid foreign particles from previous sheets getting on the next;

D. Loading trolleys hangers (x2)

Key Responsibilities

A team of two (2) is responsible to:

- Ensure that racks place on each trolley has a minimum diameter of 2.5 cm to allow free flow of smokes in the sheets;
- Record hanging of wet sheets time to allow smokehouse operators know air drying time and when to load trolley in the chambers; and
- Check each sheet and ensure it has uniform thickness before placing it on the trolleys racks.

E. Washing bulking/coagulation tanks (x7)

Key Responsibilities

This operations is a prelude to bulking & coagulating latex. Therefore, a team of seven is required to:

- Thoroughly clean bulking and coagulation to receiving latex and coagulating it in various tanks.

F. Bulking and coagulating (included in previous no. of roles)

Key Responsibilities

This task is done by the washing the bulking/coagulation tanks and it is expected to implement the followings:

- To recognize that latex density varies according to the amount of rubber present, an instrument is graduated to give a direct reading of the rubber content of latex in grams per litre;
- Collect sample of latex from each location;
- Re – strain latex from each location and use a cylinder (eg. 1 litre latex from field plus 2 litres clean water to dilute) to bring the DRC to 12.5%;
- Use Metrolac/Latexometer to determine the dry rubber content (DRC) do bulking, clear froth, determine bulked DRC, to establish quantity of water for dilution to bring the DRC at 12.5% to 3mm thickness to suit milling of sheets;
- Ensure the use of 1% dilute of 85% concentrated formic acid;
- Complete bulking activities as record above; discharge diluted latex in coagulated tank taking into account the prescribed standard - every 4 litres diluted latex going for 160ml or 0.16 litre diluted; and
- Use aluminium steel plate as separators at thickness of 3mm.
- Wash bulking tanks after the discharge of diluted latex.

RSS Factory - Dry Crew (x11)

A. Firewood/saw dust preparation (x7)

Key Responsibilities

This operation is run by a team of two to three persons per shift and three of such puts it to seven persons responsible for firewood/saw dust preparation and firing. Other duties include and but not limited to:

- Selection/collection of saw dust or firewood.
- Filling/refilling burners using saw dust and loading of woods in the case of firewood;
- Loading of smoked houses with filled burners/firewood
- Monitor and record the temperature for each smoking unit and ensure to keep it between 48C to 60C;
- Adjust the flow of smokes when overheating using the chimneys.
- Turning over smoked sheet as required; and off – loading when properly smoked as authorized by assigned Supervisor.

B. Sorting, grading and packing (x4)

Key Responsibilities

The team for this operation comprises of four (4) persons. The lead person is a quality assurance officer. Duties and responsibilities under this caption include but not limited to the following:

- Receive all smoked sheets offloaded by the smoked houses' operators per smoking unit;
- Visually examine each sheet by holding them against clear light to inspect any speck and impurities remaining inside;
- Separate each sheet discretely by sight in quantifying the level of impurities - low, low-mid, medium, high, very high;
- Classify less impurity as RSS1; low-medium, RSS2; medium, RSS3; high, RSS4; and very high, RSS5;
- Label, weigh, bale based on customers' requested weight and pack accordingly; and
- Store packed bales in the warehouse on pallets for shipment.

Other workforce (x5)

This is team of five (5) – declared as trained extra workforce in both wet and dry ends of the factory operations to:

- Replace each segment of workforce during off – days; and
- Do other jobs as required by the factory or top.

Driver (x1)

One full time driver to be recruited who will collect latex from farms in the morning and deliver RSS sheets to any distribution points or collect inputs in the afternoon.

Conductor / Field Clerk (x1)

One full time conductor / field clerk to be recruited to assist the driver with collections of latex from farms in the morning and deliver RSS sheets to any distribution points or collect inputs in the afternoon.