

KROTAJ

CHIEF OPERATING OFFICER – KROTAJ TAHINI MANUFACTURES PLC

ABOUT US: KROTAJ Tahini Manufactures PLC is an exciting new international company formed to produce world-class tahini from Ethiopia, the source of Humera sesame, some of the finest available. By being close to the source and taking advantage of Ethiopia's competitive advantages, including low cost labor and cheap electricity, as well as using industry leading equipment, KROTAJ intends to offer a product that leads the industry in quality at a competitive price.

As KROTAJ is a food manufacturer, we look for top talent that shares our vision and can lead the technical efforts to develop and maintain the highest quality tahini – in taste, texture, and color.

KROTAJ invites a driven and like-minded professional to apply and join us in pursuing this mission and vision. We look forward to candidates with a desire to play a long-term leadership role at a new venture in East Africa.

OVERVIEW OF ROLE: The Chief Operations Officer (COO) is responsible for overseeing the day to day operations of the company on a full-time basis. This position reports directly to the Board of the Company, as well as outside consultants at RENEW LLC, which will work with the COO to design and implement best practices and standard operating procedures.

RESPONSIBILITIES: The COO is responsible for overall coordination of KROTAJ business units and ensuring effective communication internally among each of these units and the management team and with stakeholders such as the company's Board of Directors, suppliers, vendors, and customers.

Project and Quality Management: This person should possess the ability to ensure all projects are delivered to high quality standards and meet management and customer expectations. This person must have strong communication skills and the ability to operate in varying strategic and tactical roles, covering business and technology, using various management skills and tools.

Performance Management: The COO will

- Work closely with the Company's CFO and Board of Directors to carefully track performance against targets and dashboards and expenditures and cash flow against budgets and projections.
- Provide sufficient and accurate data, analysis and reports to requesting Units for further decision.

Strategic Planning and Implementation Oversight: The COO will develop company priorities with the KROTAJ leadership team and design and coordinate plans for achievement of these priorities.

Adoption of Food Safety Standards and Certification of Facilities and Products: Work with the leadership team to identify food safety standards and certifications and provide project management support to ensure adoption, compliance and monitoring.

- Working to develop and maintain the highest quality Tahini – in taste, texture, and color.
- Assessing project and resource requirements (for example, matching different tahini profiles to the customers wants and needs).
- Planning and organizing production schedules.
- Ensuring that health and safety regulations are met.
- Managing both raw materials, packaging materials, and final product.
- Quality assurance /food safety management of products and processes in compliance with ISO 22000:2005, ISO 9001:2008, ISO 14001:2015 and OHSAS 18001:2007, HACCP & BRC/IFS certifications and best practices

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Regulatory Compliance: With support from other management members, ensure that all activities and operations are performed in compliance with local, regional, and federal regulations and laws governing business operations.

Financial Planning and Management:

- Work with other top management to provide updates to the Board, proposed budgets and cash flow projections, and targets vs. actuals (for revenue, expenses, profit, operational efficiency and other ratios)
- Work with the CFO to plan expenditures and to track target versus actual expenditures and revenues
- Work with the GM, CFO and Plant Manager to develop forecasts for sesame and other raw material purchases and utilization and coordinate the use of such forecasts in financial and operational planning activities
- Work with other management to evaluate the performance of staff and design and implement incentive programs

Adoption of Standard Operating Procedures

- Ensure that unit leads develop, use and update manuals and standard operating procedures for all key areas of the business, including: customer service, employee onboarding and offboarding, financial management, equipment periodic testing and maintenance, safety (of people, food safety, and data security), procurement of raw materials, order fulfillment and customer contracting and pricing

Achieve Operational Efficiency and Quality

- With other management, design and implement procedures to track and improve operational efficiency and quality
- With other management, develop and maintain clear lines of reporting among employees

QUALIFICATIONS AND EXPECTATIONS

- Bachelor's degree in related field or equivalent manufacturing managerial experience
- 8+ years of increasing management responsibilities as a COO, Senior Project Manager or Operations Manager within a manufacturing environment, preferably in Africa
- Knowledge and certification of food safety procedures and standards such as ISSO, HAACP (as stated above) and/or others
- Experience working in Africa would be favored
- Communicate with employees, customers, board members, etc. in a timely fashion (immediately, if necessary, but always within 24 hours unless a contingency plan is in place)
- Available and reachable throughout regular working hours (and after hours as needed), as this role requires the full attention of the COO on a more than full-time basis
- Excellent time management and organizational skills
- Excellent communication skills; both verbal and written; must speak and write English fluently (Amharic is a big plus)
- Excellent leadership and interpersonal skills - providing clear expectations and responsibilities
- Good to excellent computer skills and proficiency in Excel, Word, Power Point, and internet communication

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- Team concept management style (employee empowerment and engagement)
- Ability to measure and monitor production processes to realize efficiencies - reduce cost, waste, and downtime; eliminate material consumption variances
- Develop, coach, train, and mentor personnel
- Ability to analyze and formulate process flows, identify root cause process breakdowns, and implement process changes, improvements, and corrective actions
- Develop goals and objectives; monitor and measure with key performance indicators
- Provides regular updates to the Board and is accountable to the Board for achievement of key strategic goals and compensated in part based on performance relative to those goals
- Understands the entire business and how the pieces fit together

Wages and Benefits

- Negotiable salary with appropriate benefits.

Work Location

- Addis Ababa, Ethiopia

Application Process

Applicants can submit their CVs to krotajmulle@gmail.com with a cover letter describing their qualifications to the requirements of this position, their salary expectations and reasons for applying. Applicants should include degrees, two professional references and other material they deem relevant with their applications.

Application Deadline

- October 31, 2018