MAREVA BEAUTY COMPANY

Nairobi, Kenya

CANDIDATURES OUVERTES

Packaging Supervisor - Nairobi

Gestion de production

LIEU	CANDIDATURE
Mode Hybride (Télétravail partiel) · CDI	1 place(s) disponible(s)
Nairobi, Kenya	5 à 10 ans d’expérience
Salaire : Indéfini	Publiée le 16/10/2026

DESCRIPTION DU POSTE

Job Summary

The Packaging Supervisor at Mareva Beauty Company is responsible for overseeing daily packaging operations to ensure that cosmetics and beauty products are packaged efficiently, safely, and in accordance with established quality standards. The role involves supervising packaging personnel, coordinating production schedules, monitoring packaging materials, ensuring correct product labelling, and maintaining compliance with hygiene, safety, and quality requirements. The Packaging Supervisor works closely with production, quality assurance, warehouse, and maintenance teams to minimize waste, improve productivity, and ensure timely delivery of finished products.

Key Duties and Responsibilities

1. Packaging Operations Management

- Supervise daily packaging activities for cosmetics, skincare products, haircare products, lotions, creams, perfumes, and other beauty products.
- Allocate tasks to packaging operators and ensure production targets are achieved within scheduled timelines.
- Monitor packaging lines to ensure products are filled, sealed, labelled, coded, and packed correctly.
- Ensure packaging processes follow approved standard operating procedures (SOPs).
- Coordinate changeovers between different product types, packaging formats, and production batches.

- Identify and resolve operational challenges that may affect packaging efficiency or product quality.

2. Quality Control and Product Compliance

- Ensure all packaged products meet established quality specifications and packaging standards.
- Verify that labels contain the correct product names, batch numbers, manufacturing dates, expiry dates, ingredients, and other required information.
- Check packaging materials for defects, contamination, damage, or inconsistencies before use.
- Coordinate with the Quality Assurance team to conduct in-process inspections and resolve quality issues.
- Ensure rejected products and defective packaging materials are identified, segregated, and documented appropriately.
- Maintain accurate packaging records to support batch traceability and product recalls where necessary.
- Ensure packaging activities comply with applicable cosmetics regulations, product specifications, and company quality procedures.

3. Staff Supervision and Performance Management

- Supervise, train, and guide packaging operators and assistants to ensure effective execution of assigned duties.
- Prepare staff duty allocations and shift schedules in line with production requirements.
- Monitor employee attendance, punctuality, productivity, and adherence to workplace procedures.
- Conduct on-the-job training on packaging techniques, equipment operation, hygiene, and quality standards.
- Promote teamwork, accountability, discipline, and continuous improvement among packaging staff.
- Report staffing challenges, performance concerns, and training needs to the Production Manager.

4. Packaging Materials and Inventory Control

- Monitor the availability and usage of bottles, jars, tubes, caps, pumps, labels, cartons, seals, and other packaging materials.

- Coordinate with the warehouse and procurement teams to ensure packaging materials are available when required.
- Maintain accurate records of packaging material consumption, wastage, and stock balances.
- Minimize material losses through proper handling, storage, and efficient utilization.
- Ensure unused packaging materials are properly identified, stored, and returned to designated storage areas.
- Report shortages, damaged materials, and discrepancies promptly.

5. Equipment and Maintenance Coordination

- Monitor the performance of filling machines, capping machines, labelling machines, sealing equipment, and packaging conveyors.
- Ensure packaging equipment is operated according to approved procedures and manufacturer guidelines.
- Coordinate routine cleaning, inspection, and preventive maintenance with the maintenance team.
- Report equipment breakdowns, defects, and performance irregularities promptly.
- Ensure equipment changeovers and adjustments are completed safely and correctly.
- Support efforts to reduce downtime and improve packaging line efficiency.

6. Hygiene, Health, and Safety

- Enforce good manufacturing practices (GMP), personal hygiene requirements, and housekeeping standards within packaging areas.
- Ensure packaging staff use appropriate personal protective equipment (PPE).
- Maintain clean, orderly, and contamination-controlled packaging work areas.
- Ensure products and packaging materials are protected from contamination, damage, and mix-ups.
- Promote safe handling of cosmetic ingredients, finished products, and packaging equipment.
- Report workplace hazards, accidents, and safety incidents in accordance with company procedures.

7. Production Reporting and Documentation

- Maintain accurate records of packaging output, production losses, material consumption, downtime, and rejected products.
- Prepare daily and shift packaging performance reports for the Production Manager.

- Monitor achievement of production targets and investigate significant variances.
- Ensure batch packaging records, inspection reports, and related documentation are completed accurately.
- Support internal audits, quality inspections, and regulatory assessments.
- Recommend process improvements to increase productivity, reduce waste, and maintain consistent packaging quality.

Qualifications and Requirements

- Diploma or degree in Production Management, Manufacturing Technology, Industrial Engineering, Packaging Technology, or a related field.
- Previous experience in packaging operations, preferably within cosmetics, personal care, pharmaceuticals, or other consumer goods manufacturing environments.
- Experience supervising production or packaging teams.
- Knowledge of packaging machinery, filling and sealing processes, labelling systems, and batch traceability.
- Understanding of good manufacturing practices (GMP), quality control, workplace hygiene, and occupational health and safety.
- Familiarity with cosmetics packaging requirements and product labelling standards is an advantage.
- Strong leadership, communication, planning, and problem-solving skills.
- Good computer skills and ability to maintain accurate production records.
- Ability to work shifts and meet production deadlines when required.

Key Competencies

- Packaging line supervision and coordination.
- Quality assurance and attention to detail.
- Staff leadership and performance management.
- Packaging materials and inventory control.
- Production planning and target monitoring.
- Equipment monitoring and downtime management.
- Hygiene, safety, and GMP compliance.
- Recordkeeping and production reporting.

Job criteria

- Employment type: Permanent contract
- Region / City: Nairobi
- Remote work: Hybrid
- Experience level: 5 to 10 years - More than 10 years
- Educational level: College - HND - Bachelor - Master - Doctorate
- Spoken language: English (fluent)
- Number of position(s): 1
- Team management: Yes

Source: Kenyajob.com.

PRÉREQUIS

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- Ability to work shifts and meet production deadlines when required.
- Fluent English

DOCUMENTS À FOURNIR POUR CANDIDATER

- Curriculum Vitae (CV)

CONTACT RECRUTEMENT

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