



Job Description

Job Title:	Manager Al Kubra
Department:	Programs (Al Kubra)
Reports to:	Head of Programmes
Location:	Mirpur, AJK.
Contract Type:	Contractual
Salary Range	Rs. 110,000/- to Rs. 120,000/-.
Purpose	The Manager – Al Kubra Training & Production will be responsible for the overall management, planning, and supervision of Al Kubra’s training, textile production, stitching, and business development activities. The position will ensure efficient operations, high-quality production, timely order fulfilment, effective resource management, and sustainable business growth through market linkages and client engagement.
Main Responsibilities	• Oversee the day-to-day operations of Al Kubra Training & Production, ensuring smooth and efficient functioning of all activities. • Develop and implement operational plans, production schedules, and business development strategies in line with organizational objectives. • Supervise textile production and stitching activities, ensuring product quality, timely completion of orders, and adherence to agreed specifications. • Manage production resources, including staff, equipment, materials, and inventory, to ensure cost-effective operations. • Identify new business opportunities, explore potential markets, and establish relationships with clients, suppliers, and relevant stakeholders. • Develop and maintain market linkages to secure orders for garments, uniforms, and other textile products. • Prepare quotations, business proposals, cost estimates, production plans, and other relevant documentation. • Monitor production costs, sales, revenues, and operational performance to support financial sustainability and business growth. • Ensure the maintenance of appropriate records relating to production, inventory, orders, sales, and financial transactions. • Lead, supervise, and support staff to promote teamwork, accountability, productivity, and professional development. • Identify opportunities to improve production processes, product design, service delivery, and overall operational efficiency. • Coordinate training and skills-development activities, where applicable, to strengthen stitching, garment production, and related vocational competencies. • Prepare regular progress reports, business updates, and performance summaries for management review.



	• Ensure compliance with organizational policies, procedures, quality standards, and applicable workplace requirements. • Perform any other relevant duties assigned by the management in support of Al Kubra's operational and business objectives.
Required Qualification, Experience and Skills:	• Education: Master's degree in Project Management, Business Management, Social Sciences, or a relevant discipline. • Experience: 3 to 4 years of post-qualification managerial experience in the textile industry, stitching units, production management, and business development. • Communication Skills: Excellent written and verbal communication skills, including report writing, proposal development, and professional correspondence. • Management Skills: Strong leadership, planning, coordination, team management, and problem-solving abilities. • Business Development: Ability to identify market opportunities, develop client relationships, negotiate orders, and support business growth. • Organizational Skills: Strong ability to manage multiple tasks, meet deadlines, maintain records, and monitor operational performance. • <u>Why Join Us:</u> • Opportunity to work on challenging projects with the latest Technologies. • Collaborative and growth-oriented work environment. • Competitive salary and benefits.