



# Example of Activity Manager Job Description

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Our innovative and growing company is hiring for an activity manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for activity manager

- FreeWay Xpress process improvement and clear governance (launch of existing recipes in the new markets), harmonization across factories and CBU requests prioritization
- Project portfolio management across Innovations, Renovations, PSQC (productivity/ supply security/ quality/ capabilities) and Compliance (regulatory changes)
- Execution at factory level of highly complex projects for Innovation, Renovation, Productivity, Supply security, Quality or Capability (PSQC) in cross cultural, multifunctional environment (set-up factory project team with appropriate specialists, drive motivation and commitment of the team)
- Delivering the project in time, within budget and agreed specifications, monitor the agreed timelines and others steps at factory level
- Defining governance for production trials prioritization across Innovations, Renovations, PSQC and Compliance (regulatory changes)
- Production trials planning and execution at factories including cost cross-charges to central budget
- FG SKUs rationalization opportunity assessment
- Managing Supply Point (production site) stakeholders and represent their needs in the project team
- Management of New/Existing Product Development, Cost Saving projects by working closely with the cross functional teams with Marketing, R&D, Finance, Regulatory and cross- functional teams within Supply (including

- A particular focus of the role is the detailed management of the interface of artwork and packaging development and ensuring - readiness to manufacture- and compliance with the regulatory requirements

### **Qualifications for activity manager**

- Experience in using data for decision-making
- Possesses clear communication and coordination skills
- Experience in USAID project monitoring and evaluation
- Experience conducting research related to agricultural development
- Demonstrated ability to build relationships and facilitate collaborative learning
- At least 12 years' experience in economic growth, value chain development, or agricultural development programs is required