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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | | |  |
| JD Code: | **LMD-PROD / JD-002** | | | |
| Designation: | Assistant Manager QC | | | |
| Location: | BinRasheed Colors And Chemicals Mfg. Company Pvt. Ltd. Unit 2, 338A Sundar Industrial Estate Lahore | | | |
| Grade/Level: |  | | | |
| Reports to: | Deputy Manager Production | | | |
| Department: | LMD | | | |
| Prepared/ Revised: | 1st March, 2021 | | | |
| **2. JOB PURPOSE:** | | | | |
| Develop and modify/optimize existing Liquid Masterbatch products in consultation with Head of Department to improve products quality and achieve value creation in order to contribute in achieving business objectives of growth and profitability | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | **CRITICAL SUCCESS FACTORS** | |
| Evaluate the quality of finished goods, semi finshed goods and material received from store. | | Publishing Analytic Reports. | Provision of good quality material.  Provide standardized and calibrated machines to control the quality. | |
| Maintaining Lab Equipment in Serviceable Condition. | | All the required material is available on time.  Record the received material. | Ensure the provision of material whenever need arises. | |
| **Implementation of SAP, SCP & SOP’s.** | | Compliance with prescribed standards. | Regular Follow up of implementation of the standards. | |
| Implementation of ISO 9001 | | Evaluate the implementation of 5s.  No. of customer complaints about the product. | Provide a good team of housekeepers.  Providing a good working environment for continuous improvement | |
| Record and documentation | | record maintenance of recipe’s and PO (Production orders).  documentation related to communication of laboratory with other departments | Use of standardized recipe in production area.  Make communication b/w different departments easier | |
| Handling of customer complaints | | No. of repetition of same complaint & ratio of complaints. | Facilitate(trainings, better work environment etc.) the employees so they can improve themselves. | |
| Documentation according to ISO | | Retrieval & Access Time. | A separate record section is provided to maintain record files. | |

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| **4. JOB SPECIFICATIONS:** |
| **Education:** BSc Chemical/Polymer Engineering  **Required/Preferred Experience Required:** 2 year experience |
| **5. JOB CONTEXT:** |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt) Ltd  **Timings:** 8:00 AM – 5:00 PM  **Travel Requirement:** 0% |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** |
| **Internal Relations:** with production, QC, R&DC, store, sales and purchase  **External Relations:** customers as when required |
| **7. DECISION MAKING AUTHORITY:** |
| * **Head of Department** |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** |
| * Technical, * Analytical, * Computer and interpersonal |
| **Company Mission & Vision Statement :** |
| * To offer the manufacturing products and solutions based by applying international standards and best practices of innovation, cost effectiveness and customized products with commitment and dedication on quality, safety, productivity, customer satisfaction and environmental responsibility * To grow globally as the top most leading colors & chemicals associated products manufacturers and scientific solution providers for Pakistan industry keeping innovation as priority & maximum contribution to society. |

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| **9. APPROVALS:** | | |
| **Head of Department** | **Head**  **HR &ODDepartment** | **Chief Executive Officer** |
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