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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | **LMD-LAB/ JD-004** | | | |
| Designation: | Lab Assistant | | | |
| Location: | BinRasheed Colors And Chemicals Mfg. Company Pvt. Ltd. Unit 2, 338A Sundar Industrial Estate Lahore | | | |
| Reports to: | Deputy manager/ Assistant manager/ Technical officer | | | |
| Department: | LMD | | | |
| Prepared/ Revised: | 25th OCT,2017 | | | |
| **2. JOB PURPOSE:** | | | | |
| To assist deputy manager, assistant manager and technical officer in new development and modify/ optimize existing products to improve product quality. | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| Operate bead mil, mixer according to WI. | | Keep in mind the critical factors of bead mill during use | | Operate equipments |
| To perform weighing and processing of materials according to formulation provided by supervisor. To perform testing of materials according to WI | | Perform exact weighing and mixing as per instructions of supervisor | | Perform testing as per WI/SOP |
| To clean the equipment/ instrument after using in proper manner | | Follow safety rules | | Ensure cleaning of lab / work area and personal safety |
| To keep samples of materials as per instructions of supervisor. Ensuring the housekeeping and safety of the LAB. | | Responsible for disposal of wastage. Environmental conditions of work place. | | Proper disposal of wastage according to instructions. |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** FA/FSC  **Required/Preferred Experience Required:** Fresh- 1 year experience | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt) Ltd  **Timings:** Day Shift--From 08:00 am – 5:00 pm  **Travel Requirement:** 0% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** with production, store, R&D and QC department | | |
| **7. APPROVALS:** | | |
| **Head of Department** | **Head**  **HR & OD Department** | **Chief Executive Officer** |
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