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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | **LMD-PROD / JD-003** | | | |
| Designation: | Production Incharge | | | |
| 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 Nov,2017 | | | |
| **2. JOB PURPOSE:** | | | | |
| The formulary and production specialist position is responsible for designated aspects of the production, coordination and process tracking related to formulary-related documents. Ensuring the issuing and tracking work orders, ensuring that required material is supplied to the production floor, as according to the production schedule & batch sheet. | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. Responsible for production and receives production plan from R&D department and execute the plan in production cell. | | On time delivery of finished goods.  Different phases of production are executed according to the given plan. | | Assure the provision of raw material when the demand is raised. |
| 1. Responsible to get raw material for production from RM store. | | Checklist of receivable raw material for production. | | Provision of demanded raw material on time. |
| 1. Train the workers in the production area and record their performances after certain period of time on the basis of their interest and participation. | | Performance appraisal of workers. | | Provision of such environment in which workers can easily understand the procedure. |
| 1. Ensuring the filling, packing and dispatching of the finished goods | | Record of wasting of material while dispatching it. | | Packing material should b of good quality.  Freight system should be good. |
| 1. Equipment maintenance | | Reliability and validity of equipment.  No. of repairs in a specific period of time. | | Reliable products are used for cleaning and maintaining of equipment. |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Intermediate  **Required/Preferred Experience Required:** 10-12 Years | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt) Ltd  **Timings:** Day Shift--From 8:00 am –5:00 pm | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:**with production, store admin etc  **External Relations:** Very rare as & when required | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * As instructed by the manager * Machinery maintenance or other preventive measure | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| •Teamwork Orientation.  •Technical Capacity.  •Thoroughness.  •Time Management.  •Flexibility. | | |
| **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. | | |
| **9. APPROVALS:** | | |
| **Head of Department** | **Head**  **HR & OD Department** | **Chief Executive Officer** |
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