**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | | |  |
| JD Code: | **LMD-PROD / JD-001** | | | |
| Designation: | **Deputy Manager-Production** | | | |
| Location: | BinRasheed Colors And Chemicals Mfg. Company Pvt. Ltd. Unit 2, 338A Sundar Industrial Estate Lahore | | | |
| Grade/Level: |  | | | |
| Reports to: | **General Manager** | | | |
| Department: | LMD | | | |
| Prepared/ Revised: | Oct 18, 2019 | | | |
| **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** | |
| * Responsible for production planning & executing it in production process effectively. Prepare periodic (Daily/weekly) production plan & share it with concern departments/sections. | | 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. | |
| * Develop & implement standard operating procedures/work instruction for production process. | | Follow up and observations | Awareness to implement SOP/WI for workers. | |
| * Ensure quality of product by monitoring process compliance on each step of production operation & fulfill necessary requirements. | | Up-to-date record of PMF | Awareness to implement PMF | |
| * 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. | Departmental training plan | |
| * Supervision of proper cleaning and washing of machines and pots for new batches. | | 5S implemented | Proper supervision and awareness | |
| * Managing packing material stock | | Record of wasting of material while dispatching it. | Packing material should b of good quality.  Freight system should be good. | |
| * Maintaining all kind of accessories regarding PPEs, stationary etc | | Regular use of PPE | Proper supervision and awareness | |
| * Ensure housekeeping and safety of production hall | | Incident record | Proper supervision and awareness | |
| * Ensuring implementation of 5S in offices & hall of production section. | | 5S implemented | Awareness, supervision & monitoring of production hall activities | |
| * 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 & regular preventive maintenance | |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** BSc Chemical/Polymer  **Required/Preferred Experience Required:** 3-5 Years | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt) Ltd  **Timings:** Day Shift | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** with QC, REC,R&D, Maintenance, 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. | | |
| **9. 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. | | |
| **10. APPROVALS:** | | |
| **Head of Department** | **Head**  **HR & OD Department** | **Chief Executive Officer** |
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