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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | | |  |
| JD Code: | **LMD-PROD / JD-005** | | | |
| Designation: | Assistant Manager QC | | | |
| Location: | BinRasheed Colors And Chemicals Mfg. Company Pvt. Ltd. Unit 2, 338A Sundar Industrial Estate Lahore | | | |
| Reports to: | Deputy Manager Production | | | |
| Department: | LMD | | | |
| Prepared/ Revised: | 1st November, 2017 | | | |
| **2. JOB PURPOSE:** | | | | |
| To check all the products manufactured in production area as per SOPs and ensure all products dispatched to customer as per quality standards. | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | **CRITICAL SUCCESS FACTORS** | |
| Proper QC of all batches according to SOP.  Semi finished is evaluated after approval finished product is completed.  Proper adjustment of all semi finished and finished products. | | Follow QC SOP for evaluation of all QC samples. | Ensure QC procedures follow. | |
| Maintaining Lab Equipment in Serviceable Condition.  Maintain calibration of all lab equipments. | | Lab equipment maintenance | Standardized and calibrated machines to control the quality. | |
| Implementation of ISO 9001 | | No. of customer complaints about the product. | Provide a good team of housekeepers.  Providing a good working environment for continuous improvement | |
| Maintain 100% documentation of QC record and retained all QC samples. | | Maintain QC record and retained QC samples. | Quality Control Sheets and QC retained samples. | |
| To ensure that no complain is received due to the QC and respond to all complains within 2 days. | | 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 Chemistry /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 |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** |
| **Internal Relations:** with production, QC, R&D, store and sales department  **External Relations:** No |
| **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 &OD Department** | **Chief Executive Officer** |
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