**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | | | |  | |
| JD Code: | **LMD-LAB/ JD-007** | | | | | |
| 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 senior lab staff to process, test and maintain record of all operational activities. | | | | | | |
| **3.JOB OUTCOMES** | | | **KEY PERFORMANCE INDICATORS** | | | **CRITICAL SUCCESS FACTORS** |
| Operate machines in lab according to WI. | | | Perform the process on machines as per work instructions | | | Equipment operation |
| To perform weighing and processing of materials according to formulation provided by supervisor. Follow target date and time set by supervisor. | | | Perform exact weighing and mixing as per instructions of supervisor | | | Process Completion |
| To perform testing of materials according to WI. To clean the equipment/ instrument after using in proper manner | | | To evaluate product as per quality standard | | | Quality Testing  Handling Instruments |
| To label and store samples of materials as per instructions of supervisor. | | | To keep materials at their designated place | | | Record and Storage of material |
| To keep the working area clean and follow safety instructions displayed or shared. | | | To follow HSE rules | | | Housekeeping and Workplace Safety |
| **4. JOB SPECIFICATIONS:** | | | | | | |
| **Education:** FA/FSC  **Required/Preferred Experience Required:** Fresh- 1 year experience | | | | | | |
| **5. JOB CONTEXT:** | | | | | | |
| **Nature of business:** Colors & Chemicals  **Timings:**  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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