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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | **LMD-PROD / JD-006** | | | |
| Designation: | Production Incharge | | | |
| 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 Nov,2017 | | | |
| **2. JOB PURPOSE:** | | | | |
| Supervising all the activities related to conversion of raw material into finish goods including receiving material from store, verification of material, weighing, processing, filling, packing and dispatch to store. | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| Supervision of following activities on production floor:  Receiving Raw Material  Verification of Material from production order  Supervision of weighing  Supervision of operations  Filling and Packing | | Follow SOPs for production operations | | Accurate and defect free products |
| Responsible to get raw material for production from RM store. | | Checklist of receivable raw material for production. | | Provision of arranging material from store |
| 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. |
| Ensuring the filling, packing and dispatching of the finished goods | | Follow SOP of Filling and Packing  Correct Labeling | | Accurate Filling  Clean Packing  Identifiable Products |
| Assist Production Manager in designing equipment maintenance plan | | 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:** Bachelors  **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:** R&D, QC and Store | | |
| **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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