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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 1/Admin /JSP-005 | | | |
| Designation: | Admin officer | | | |
| Location: | Unit-1 | | | |
| Grade/Level: | 05 | | | |
| Reports to: | Assistant Manager Admin / Admin Manager | | | |
| Department: | Administration | | | |
| Prepared/ Revised: | 13/05/2020 | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| To ensure necessary purchase of store EME & mess ingredients timely. Supervise the maintenance of factory areas as per standards & schedule. Record keeping of residence, water lights & other maintenances. | | | | |
| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. To supervise the labor and civil work of plant and sites | | Civil works records | | Work quality and accuracy |
| 1. To make sure the room wise labor allotments and cleaning of executive and labor colony. | | Rooms allotment record | | Allotment status |
| 1. To prepare, receive and record domestic and local purchase orders. | | Accurate and sequenced Purchase order record | | Following procedures and policies. |
| 1. To manage the outside cleaning of plant like managing production/store waste areas. | | Daily visit | | Halls + floors condition |
| 1. To verify the raw material and store issue report. | | Store reports | | Checking accuracy |
| 1. To ensure safe and health friendly environment observe hazards and report to HSE Dpt | | Positive change in system and on track of success | | Contribution for improvement in system policies. |
| 1. To deal with salary distribution and other cash matters in absence of cashier | | Salary sheets | | Salary dispersing |
| 1. Expense follow up according to monthly budget | | Budget tracking | | Weekly closing |
| 1. Generate POs and PRs, send them to Head Office and make and maintain proper record of sent and pending matters and make IGPs purchased items | | Details and updating of sent and pending POS & making IGPs | | Regularity |
| 1. Ensure the gardens are maintained & take necessary steps to improve open area look | | Budget utilization | | Factory out look |
| 1. Assist in ensuring that filled housekeeping checklist in washroom and production floors are updated regularly | | Daily rounds | | Housekeeping condition |
| 1. Assist in ensuring that weekly or monthly mess schedule is displayed after approval from authorities and proper file is also maintained | | Approved mess menu | | Adherence of mess menu |
| 1. Assist in ensuring that ingredients are supplied to mess staff on time | | Mess purchase requisite | | On time mess purchase |
| 1. Assist in ensuring that Repair & maintenance of residence area is timely performed | | Civil works POs and working | | Colony condition |
| 1. Assist in ensuring proper documentation and management of employees residing in factory | | Residing worker record | | Smooth management |
| 1. Maintaining general daily used items purchases within budget. | | Budget tracking | | Regular follow up and updating |
| 1. Ensure timely availability of Food and Beverage for guests | | Guest purchase | | Office management |
| 1. To deal with account and local purchases in absence of concerns | | Demand book | | On time purchase |
| 1. To keep records of vehicle movements and maintenance | | Vehicle maintenance record | | Vehicles performance |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Bachelor’s or diploma holder  **Required/Preferred Experience Required**: 2 years | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt.) Ltd  **Timings:** Day Shift--From 8:00 am – 5:00 pm **Travel Requirement:** 05% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** Within all departments  **External Relations:** With customers, Clients other exterior related organizations | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * Independent decision making of team management | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Communication skills * Timely decision making * Time management * Relationship skill | | |
| **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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