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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 1/Admin /JSP-004 | | | |
| Designation: | Assistant Manager Administration | | | |
| Location: | Unit-1 | | | |
| Grade/Level: | 07 | | | |
| Reports to: | General Manager & Manager Admin | | | |
| Department: | Administration (Factory) | | | |
| Prepared/ Revised: | 06-02-2020 | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| To Assist Manager Administration for managing all kind of organizational administration with other departments. Assist General manager to ensure proper & timely working of assigned tasks | | | | |
| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. Managing all kind of Lahore purchase as per pre-defined SOPs within time line | | Purchase records | | Purchase time accuracy and standard |
| 1. Manage and hire required workers from different departments | | Recruitment records | | On time recruitment |
| 1. Ensuring proper cleaning of production halls, offices, restrooms, mess & other areas by taking 3 rounds a day and define and fill housekeeping checklists | | Daily checklists | | Floor based situation and condition |
| 1. Manage and deal with new and upcoming projects with consultation of factory management. | | Concerned documents | | Projections to completion record |
| 1. Manage to sale or dispose all factory waste as per schedule and SOPs and ensure to avoid spreading of waste in production & non concerned areas. | | Waste sale records | | Soled waste quantity and collection |
| 1. To deal and manage ensuring timely arrival of both workers and executives van | | Attendance sheet | | Timely arrival |
| 1. Assist in ensuring that all activities are ISO compliant along with compliance team | | ISO documents | | ISO compliance |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Bachelor’s or Masters  **Required/Preferred Experience Required:** 2 to 3 years | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. Pvt Ltd  **Timings:** Day Shift--From 8:00 am – 5:00 pm  **Travel Requirement:** 45% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** Within all departments  **External Relations:** With customers, Clients other exterior related organizations | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * Up to certain level under supervision of General manager or manager admin | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Supplies management * Timely decision making * Time management * Office procedures | | |
| **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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