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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 1/Production-SMD/JSP-01 | | | |
| Designation: | Manager Production (Filler Dpt.) | | | |
| Location: | Unit-1 | | | |
| Grade/Level: | 10 | | | |
| Reports to: | General Manager | | | |
| Department: | SMD Production | | | |
| Prepared/ Revised: | 01-11-2017 | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| To achieving the efficient combination of duties mainly related, but not limited to, the production or wastage minimization. To be responsible for the various tasks involved in the overall assistance to manager production and maximizing sales/profitability by assisting in the development of staff and by controlling expenses, shortages and all aspects. | | | | |
| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. To supervise production and weighing & mixing department. | | Daily production and weighing & mixing report | | Checking and verifying reports |
| 1. To manage workers overtimes and leaves before the final approval of production HOD | | Verified leaves  Overtime record | | Checking and signing leaves |
| 1. To monitor parameters and working of lines | | Smooth working,  Controlled parameters | | Round to observe working lines’.  Check processing parameters |
| 1. To check and verify daily production report made by shift in charge and shift supervisor. | | Daily production report  Weighing and mixing | | Verifying production report made by shift in-charge and supervisor |
| 1. To check and finalized daily production planning report. | | Verified reports | | Verifying report |
| 1. To deliver the next production planning to lab and weighing and mixing department (in some cases) | |  | | Contact with W/M department |
| 1. To make regular and time to time discussion with HOD production regarding various production and maintenance based matters and issues | | More quality and quantity of product. | | Discussion with HOD |
| 1. To plan and manage activities for getting production target. | | Meat with production targets | | Make TO-DO-LIST  Daily and Weekly |
| 1. To maintain goods for production and be aware of alarming and pending grades | | Scheduled and smooth production of products. | | By daily finished goods report and daily purchase order |
| 1. To make regular follow up of entire electrical and mechanical pending and ongoing tasks and make urgent contact with production HOD in case of | | Maintained smooth work with lesser the major loss | | Follow up tasks for maintenance department |
| 1. To make the traceability of wasted material in case of major and extra ordinary wastage. | | Wastage record | | Properly have record of wastage |
| 1. To be in touch with store and packing departments through production I/Cs to make sure the delivery of urgent grades. | | Delivery in time,  Customer satisfaction | | by packing grades on urgent and prior basis |
| 1. To run the process in smooth way and right direction. | | Smooth working, managed  Troubleshooting | | discussions with all the shift engineers |
| 1. To make sure Health, Safety and Environment policies and procedures are followed. Also provide PPE’s | | Safe environment, | | Following QHSE policies  Using PPE’s |
| 1. To know completely about plant startup & shut down procedures, with a profound sense of emergency handling. | | Running in absence of HOD Production | | Discussion with Senior management and technical knowledge. |
| 1. To ensure machine and man power safety during production and maintenance | | No major loss/lesser distraction | | Following and applying QHSE policies |
| 1. To make sure the Implementation documents. | | pre-startup checklists, work instructions and standard operating procedures. | | Access to documents, ensure to have SOPs, Checklists |
| 1. To monitor work in department. | | Smooth working | | Supervision, personally audits |
| 1. To make sure own health and safety, also of other personnel who may be affected by his conduct | | Health and Safety  Lesser Injury/less absence from work due to illness | | Be Caring and Show sensitivity  By giving awareness |
| 1. Initiative & Innovation management | | Positive Change in system | | Contribution to develop policies and system |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** BSc (polymer engineering/chemical)  **Required/Preferred Experience Required:** 2-4 years | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. Pvt Ltd  **Timings:** Day Shift--From 9:00 am – 6:00 pm  **Travel Requirement:** 05% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** With all departments  **External Relations:** Very rare | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * Nil | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Communication skills * Technical & Analytical * 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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