|  |
| --- |
|  |

**JOB SUCCESS PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 1/Production-SMD/JSP-02 | | | |
| Designation: | Assistant Manager Production | | | |
| Location: | Unit-1 | | | |
| Grade/Level: | 07 | | | |
| Reports to: | Manager Production | | | |
| Department: | SMD Production | | | |
| Prepared/ Revised: | 01-11-2017 | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| Assisting Manager Production in achieving the efficient combination of duties mainly related, but not limited to, the production or wastage minimization. The position is 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 monitor daily charge handover register. | | Daily charge handover register | | Check and verify charge handover register just after entering |
| 1. To perform all duties of Manager in his absence | |  | |  |
| 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 | | Verifying production report made by shift in-charge and supervisor |
| 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 emergency | | 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 Implement 5S methodology to improve housekeeping standards | | Continuous improvement | | Applying 5S steps,  Plan-Do-Check-Act |
| 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 or Manager 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 Implementationdocuments. | | pre-startup checklists, work instructions and standard operating procedures. | | Access to documents, ensure to have SOPs, Checklists |

|  |  |  |
| --- | --- | --- |
| **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  **TravelRequirement:** 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** |
|  |  |  |