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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit# 1/Production-SMD/JSP-03 | | | |
| Designation: | I/C shift Engineer | | | |
| Location: | Unit -1 | | | |
| Grade/Level: | 06 | | | |
| Reports to: | Assistant Manager Production | | | |
| Department: | SMD Production | | | |
| Prepared/ Revised: | 01-11-2017 | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| Preparing and planning of production order and coordinating with lab & productionand also ensuing preparation of daily report. To maintain proper production process, wastage, check & Balance. | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. Preparation and implementation of Production Planning on daily basis after receiving production order from Marketing department and co-ordination with Lab department and production HOD | | Production order record.  Production plan and report | | Production report on daily basis with meter readings. |
| 1. To maintain the entire production process of each production line in his shift. | | Production report | | Checking production reports |
| 1. Verification of wastage report on regular basis after completion of each grade | | Wastage report and record | | Checking and noting the waste quantity |
| 1. To maintain overtime slips of production and packing department regarding to their extra work. | | Overtime production slip record | | Checking and signing overtime production slips |
| 1. To make sure the urgent deliveries and sort out emergencies. | | Production and delivery reports | | Keep in touch with Production and packing HODs |
| 1. To make sure the smooth flow of production. | | Daily activity report | | Keep in touch with Marketing, QC, Production department and with EME store and Admin |
| 1. To manage the working of Trainee operator and I/Cs | | Daily activity reports | | Monitoring Movement of Trainee operators and I/Cs |
| 1. To keep maximum lines in progress in case of labor shortage and on Sunday. | | Production report.  No delay in fulfillment of orders | | Proper management of labors |
| 1. To make sure the maintenance. | | Maintenance orders | | Work orders report to maintenance dpt. immediately |
| 1. To manage labor absence and applications. | | Applications record | | Checking and signing |
| 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:** MS.c Chemistry/ BE Chemical  **Required/Preferred Experience Required:** 3 to 5 years | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. Pvt. Ltd  **Timings:** Day Shift--From 9:00 am – 5:00 pm  **TravelRequirement:** 05% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** Within all departments  **External Relations:** Very rare | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * To deal with labor issues on shift * Team building decision making | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Technical & Analytical * Timely decision making * Time management * Relationship skill   **TECHNICAL:**   * Sound knowledge technicalprocesses. | | |
| **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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