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| SMD-QC / Unit1/JD-XXX  **JOB SUCCESS PROFILE** | | | |
| **1. JOB DETAILS:** | | | |
| JD Code: | Unit # 1/ SMD-QC/ JD-XXX | | |
| Designation: | Assistant Manager Quality Control | | |
| Location: | Unit 1 | | |
| Grade/Level: | 7 | | |
| Reports to: | Manager Quality Control | | |
| Department: | SMD-QC | | |
| Prepared/ Revised: | 01-11-2017 | | |
| Backup |  | | |
| **2. JOB PURPOSE:** | | | |
| The quality control assistant manager analyzes process parameters, reports and troubleshoots problems to correct quality issues under the supervision of manager QA/QC. Responsible for all quality assurance related internal audits in adherence with regulatory standards | | | |
| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | **CRITICAL SUCCESS FACTORS** |
| 1. To do daily meeting with Quality Control Manager about Q.C matters and their solutions. | | Solution of problems | Resources for solutions |
| 1. To do checking of Q.C documents on daily basis. | | Documentation improvements | Correct data entry |
| 1. To issue the daily production orders via SAP required for all the prod lines. | | Correct data entry | Issuance of orders |
| 1. To daily check DPP and verify the raw materials available for next 24 hours. | | Response time to production  Alternative solutions | Materials availability  Time arrangement of materials |
| 1. Verifying of daily Q.C history report and Daily Q.C Lab response report of the respective shift | | Internal audits  Nature and no of faults | Complete and accurate reports |
| 1. Issuance of new grades recipes with the co-ordination of R & D Dept. | | Correct data entry | Technicalities  Verification of recipe |
| 1. To do Practical trouble shooting of the regular grades and verifying the trouble shooting report | | Delay time  Ratio of error  Nature of error | Implementation of SOPs  Capability of instruments & labor |
| 1. Initiative & Innovation management | | Positive Change in system | Contribution to develop policies and system |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Minimum: M.Sc. / B.Sc. Chemistry or B.Sc. Chemical/ Polymer Engineering  **Required/Preferred Experience Required:** (8 months-2 Years)   * Proficient in polymer testing. * Should have vast experience of testing different chemicals used in master batch.   Well familiar with different trouble shooting techniques | | |
| **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 other departments Production, packing, QC and do effective with the Head Office  **External Relations:** Very rare OR when required | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * Under the supervision of Manager QC/QA | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Proficient in computer use * Excellent in man dealing * Strong in follow up’s * Excellent in documents & control * Excellent in checking’s & auditing | | |
| **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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