|  |  |  |  |
| --- | --- | --- | --- |
| SMD-QC / Unit1/JD-XXX  **JOB SUCCESS PROFILE** | | | |
| **1. JOB DETAILS:** | | | |
| JD Code: | Unit # 1/ SMD-QC/JD-XXX | | |
| Designation: | Quality Control Deputy Manager | | |
| Location: | Unit 1 | | |
| Grade/Level: | 07 | | |
| Reports to: | Technical General Manager | | |
| Department: | SMD-QC | | |
| Prepared/ Revised: | 01-11-2017 | | |
| Backup |  | | |
| **2. JOB PURPOSE:** | | | |
| Deputy Quality Control 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 assist the manager in the daily production planning report and give proper feedback about availability of materials. | |  | Proper feedback  Availability of raw materials |
| 1. To assist the manager in complaint handling and remedies. | | Solution of complaints | Applicability of solution |
| 1. To check implementation of all ISO Standards in the QC Department. | | Improvement in QC | Compliance of SOP |
| 1. To implement the wastage utilization plans. | | Usage of wastage/ nonconforming product | Selection of grade |
| 1. To ensure all QC testing done according to standards. | | Efficiency of testing | Implementation of standards |
| 1. Defining quality procedures in conjunction with operating staff. | | Quality of product  Ratio of errors | Operators training  Performance of machines |
| 1. To assist the manager in setting and implementing objectives. | | Type & nature of objectives | Resources for objectives |
| 1. To prepare monthly quality control report w.r.t lines. | | Internal audits | Correct data entry |
| 1. To do Practical trouble shooting of the regular grades and verifying the trouble shooting report | | Ratio of errors, Minimize nonconformance | Ratio of nonconformance |
| 1. Initiative & Innovation management | | Positive Change in system | Contribution to develop policies and system |

|  |  |  |
| --- | --- | --- |
| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Minimum: 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 – 5:00 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:** Rare or as & 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** |
|  |  |  |