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| SMD-QC/ Unit1/JD-XXX  **JOB SUCCESS PROFILE** | | | |
| **1. JOB DETAILS:** | | | |
| JD Code: | Unit # 1/ SMD-QC/ JD-XXX | | |
| Designation: | Lab Operator | | |
| Location: | Unit 1 | | |
| Grade/Level: | 03 | | |
| Reports to: | Quality Control Shift In-Charge | | |
| Department: | SMD-QC | | |
| Prepared/ Revised: | 01-11-2017 | | |
| Backup |  | | |
| **2. JOB PURPOSE:** | | | |
| Daily site visit ensuring proper working protocols are applied and followed. Lab machines maintenance are timely done, and making of calendaring chips / injection chips at Two Roll Mill and injection molding machine respectively as per end application & proper record is maintained. | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | **CRITICAL SUCCESS FACTORS** |
| 1. Basic idea related to Master Batch and Processing Material | | Quality of work | Education  Work experience  Age |
| 1. Round of all lines & collection of master batch sample for testing. | | Time of testing  Quality of testing | Working of lines  Work experience |
| 1. Making of Calendaring chips / injection chips at Two Roll Mill and injection molding machine respectively as per end application (MB+R/M). | | Sample time  Quality of samples | Machines efficiency  Parameters setting  Operator experience |
| 1. Checking MFR of processing grades | | Type of grades  Selection of Time and temperature for MFR | Machine efficiency  Operator experience |
| 1. Cleaning and Prior Maintenance of Lab machines (Two Roll/ INJ/Blown Film). | | To make good quality chips  To reduce losses | Sensitivity of grade  Availability of parts |
| 1. To make QC History report of the relevant shift | | Correct data entry of results | Operator experience |
| 1. Timely follow up of the trials and batches to be run on respective lines. | | To save time | No. of operators  Condition of QC machines |
| 1. Initiative & Innovation management | | Positive Change in system | Contribution to develop policies and system |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Minimum: Matriculation or F.A  **Required/Preferred Experience Required:** Proficient in Lab machines (Two Roll/Injection Molding/Blown Film) handling. Well familiar with different polymer testing techniques. Different types of chip making. | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg. (Pvt) Ltd  **Timings:** Shift change according to defined duty schedule from HOD  **Travel Requirement:** 05% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** Production, QC/QA & management  **External Relations:** Very rare | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| Nil | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| * Regular * Obedient * Excellent in Report Making * Hardworking * Independent * Problem solver * Good at Load Sharing | | |
| **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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