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| **1. JOB DETAILS:** | | | |
| JD No.: | SMD-QC/JD-02 | Grade/Level |  |
| Designation: | Assistant Manager | Location: | Unit 1 |
| Department: | Lab -QC | Reports to: | QC Manager |
| Revision No. | 02 | Prepared/ Revised Date: | 01/01/2020 |
| **2. JOB RESPONSIBILITIES:** | | | |
| 1. To do daily meeting with quality control manager about production/ material planning, QC matters and their solutions. 2. Physical checking of Q.C Reports and production orders of previous day. 3. To check daily production planning and verify the raw materials available for next 24 hours. 4. To implement the wastage and nonconformance utilization plans 5. To assist the manager in setting and implementing objectives 6. Issuance of new grades recipes with the co-ordination of R & D Dept. 7. To verifying the trouble shooting report at ground level. 8. Initiative & Innovation management to build positive change and Contribution to develop policies in system. 9. To make and manage the monthly duty roaster/Shift chart and make sure its effectiveness. 10. 5S implementation & sustain in QC Lab. 11. Implementation of IMS (QMS, EMS, OHSMS & Halaal Food Safety) as Halaal & QHSE team member. | | | |

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| **3. QUALIFICATION REQUIREMENT:** | | |
| **Education:** M.Sc. / B.Sc. Chemistry or B.Sc. Chemical/ Polymer Engineering  **Required/Preferred Experience Required:** 8 months-2 Years | | |
| **4. DECISION MAKING AUTHORITY:** | | |
| * Approval of overtime and leave applications * Modification of recipe * Batch approval, rejection and hold | | |
| **5. COMPETENCIES AND INTERPERSONAL SKILLS REQUIRED:** | | |
| * Proficient in polymer testing. * Should have vast experience of testing different chemicals used in master batch. * Well familiar with different trouble shooting techniques * Proficient in computer use * Excellent in man dealing * Strong in follow up’s * Excellent in documents & control * Excellent in checking’s & auditing | | |
| **Prepared By** | **Reviewed By** | **Approved By** |
| **QHSE Team Member/HOD** | **Compliance Head** | **GM/MD/CEO** |
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