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| **1. JOB DETAILS:** | | | |
| JD No.: | SMD-QC/JD-01 | Grade/Level |  |
| Designation: | Deputy Manager | Location: | Unit 1 |
| Department: | Lab - QC | Reports to: | Lab Manager |
| Revision No. | 02 | Prepared/ Revised Date: | 01/01/2021 |
| **2. JOB RESPONSIBILITIES:** | | | |
| 1. To make daily round in morning of all the three operational halls and discuss with production in charge any kind of testing delay in regular running grade. 2. To conduct meeting with Asst QC Managers about QC matters & their solutions after 15 days. 3. To conduct meetings.   A): With production manager about production planning.  B): With lab manager about technical issues in recipes / and any re development in existing grade.  C): With general Manger about planning issues and any special tasks.   1. To provide special instructions and material processing attributes before running a new critical grade/any new trial to relevant shift QC in charges in written. 2. To make & share weekly QC tested grades report with Lab manager with mentioning problematic grades reasons. 3. To carefully Verification and issuance of C.O.A/M.S.D.S of the grades as per requirement from BD team. 4. To make effective correspondence with marketing team in case of any BOM update or any other inquiry. 5. To Review QC batch wise Testing and Production orders of the respective grades issued on line 6. To Properly trouble shoot & provide on spot solution about any major abnormal issue faced by prod team/qc shift in-charge. 7. To do comprehensive verification though detail testing and providing on time reply at CPA Form to marketing team through discussion with lab manager. 8. To check & make proper plan of utilization of leftover of RMS/stagnation inventory. 9. To make monthly working report and sharing with Lab Manager/Gm Technical. 10. To Set And Check Departmental Objective And Review Periodically. 11. To make proper implementation plan of up gradation of the QC working and response time. | | | |

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| **3. QUALIFICATION REQUIREMENT:** | | |
| **Education:** M.Sc. / B.Sc. Chemistry or B.Sc. Chemical/ Polymer Engineering/DAE Chemical/FSc. Pre. Engg.  **Required/Preferred Experience Required:**  6-10 years | | |
| **4. DECISION MAKING AUTHORITY:** | | |
| * Shift planning * Promotion and increment recommendations * Approval of employees leaves and over time * Modification in 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 & SAP * 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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