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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit#1/SMD-REC/JSP-001 | | | |
| Designation: | Assistant Manager | | | |
| Location: | Lab | | | |
| Grade/Level: | 7 | | | |
| Reports to: | General Manager Operations | | | |
| Department: | REC | | | |
| Prepared/ Revised: |  | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| To ensure the evaluation of received raw material and new developments and also ensure the testing of raw materials according to the defined SOPs. | | | | |
| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. Perform raw material testing including the testing of pigments and additives. | | Material usage.  Stock level.  Changes in approved suppliers. | | Raw Material Evaluation and Testing. |
| 1. Research work on the development of new raw materials. | |
| 1. Preparation and record of RM testing report on daily basis. | |
| 1. Define new raw materials and new grades of the BR products in SAP | | PO completed.  Cancelled PRs.  PO cycle time.  Emergency Purchase rate.  Late deliveries from suppliers. | | SAP |
| 1. Generate PO, PR, and RM transfer request to transfer the material. | |
| 1. Preparation monthly report of RM testing in LAB and monthly consumption report. | | Accepted reports.  Reduction of cancelled reports. | | Raw Material Reports. |
| 1. Providing the testing reports of raw materials to QC and store for respective purposes. | |
| 1. Develop alternatives of different RM and new testing procedures. | | Rate of new developments induced in system. | | Data requirement.  Time require for research work. |
| 1. Provide TDS, MSDS and FDA to the sales team. | | Improve customer experience. | | SOP’s.  STP’s. |
| 1. Adjustment of the wasted/ rejected MB and pigments. | | Reduce waste rate. | | Wasted/Rejected MB & RM |
| 1. Assure the quality of raw material | | Accepted/Rejected Lots | | Raw material evaluation |
| 1. Good housekeeping of the Lab. | | Maintenance | | Cleaning |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** DAE Chemical OR B.Sc. in Chemical/Polymer Engineering or M.Sc. in Chem.  **Required/Preferred Experience Required:** 1 year or Fresh. | | |
| **5. JOB CONTEXT:** | | |
| **Nature of business:** Colors & Chemicals Mfg.  **Timings:** Day Shift--From 9:00 am – 5:00 pm  **Travel Requirement:** 05% | | |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** | | |
| **Internal Relations:** Within all departments  **External Relations:** With raw material suppliers exterior related organizations. | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * **Make decision under the supervision of BDM and R&D Manager** | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
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| **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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