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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit#1/SMD-REC/JSP-004 | | | |
| Designation: | Operator | | | |
| Location: | Lab | | | |
| Grade/Level: | 3 | | | |
| Reports to: | Supervisor/Assistant Manager REC | | | |
| Department: | REC | | | |
| Prepared/ Revised: |  | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| To assist Supervisor in all daily tasks. | | | | |
| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. Should be responsible and punctual. | | Work Assessment | |  |
| 1. Perform all the tasks of REC given by supervisor. | | Daily assessment of completed tasks. | | Follow SOPs |
| 1. Cleaning of machining area and weighing area. | | Maintenance. | |  |
| 1. Make two roll chips. | | Quality of the sample.  Samples cleared. | | Equipments availability. |
| 1. If any fault comes ask from the operator to report it to Lab in charge. | | Percentage of faults occurred. | | Good operational skills. |
| 1. Perform weighing and mixing in the presence of in charge. | |  | |  |
| 1. Try to make less waste as possible. | | Waste reduction | | Recycling  Reuse |
| 1. Mention company name and trial number on liner. | |  | |  |
| 1. Separate final trials and safely handle it to the supervisor. | | Critical trials  Problems occurred | |  |
| 1. Should be capable of working on injection molding and blown film machines. | | Operating methods. | |  |
| 1. Weekly meeting with REC officer for morale booster. | |  | |  |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Middle  **Required/Preferred Experience Required:** | | |
| **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:** Within all departments  **External Relations:** N/A | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * N/A | | |
| **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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