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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit#1/SMD-REC/JSP-003 | | | |
| Designation: | Supervisor/In-Charge | | | |
| Location: | Lab | | | |
| Grade/Level: | 4 | | | |
| Reports to: | Assistant Manager REC | | | |
| Department: | REC | | | |
| Prepared/ Revised: |  | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| To assist Assistant Manager 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 assistant. | | Daily assessment of completed tasks. | | SOPs |
| 1. Test raw material samples for evaluation. | | Ratio of approved and rejected testing. | | Testing Equipments.  Sources. |
| 1. If any fault comes ask from the operator to report it to assistant. | | Percentage of faults occurred. | | Good operational skills. |
| 1. Initiative & Innovation management | | Performance | | Managerial skills |
| 1. Housekeeping responsibilities. | | Maintenance. | |  |
| 1. Performs testing according to SOPs defined. | | Ratio of Accepted and rejected reports. | |  |
| 1. Ensures that lab area must be clean. | | Maintenance. | | Daily Cleaning |
| 1. Must know how to operate blown film machine, two roll machine, compression molding machine, injection molding machine, extruder line. | | Sample Preparation.  Accepted/Rejected Samples | |  |
| 1. Try to make less waste as possible | | Waste reduction. | | Recycling/Reuse |
| 1. Keep record of all data during testing and evaluation. | |  | |  |
| 1. Perform testing of Line No. 10 RM and FG. | |  | |  |
| 1. Regular meeting with REC officer for morale booster. | |  | |  |

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| **4. JOB SPECIFICATIONS:** | | |
| **Education:** Matriculation.  **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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