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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | Unit#1/SMD-REC/JSP-002 | | | |
| Designation: | Trainee Engineer | | | |
| Location: | Office & Lab | | | |
| Grade/Level: | 6 | | | |
| Reports to: | GM Operations/Assistant Manager | | | |
| Department: | REC | | | |
| Prepared/ Revised: |  | | | |
| Backup |  | | | |
| **2. JOB PURPOSE:** | | | | |
| To ensure the validity of the raw material for production and also maintain the minimum quantity of the stock to run the plant 24/7. Also introduce the new Raw material which may be beneficial (in terms of price and quality) for us. | | | | |
| **3. JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| 1. Quick learning of procedures in the REC department. | | Probation Time | | Training Plan and Dimensions |
| 1. Strong communication with procurement department and BDM. | | Up to Date | |  |
| 1. Preparation of raw material report on weekly basis and update on monthly basis. | | Rate of accepted reports.  Reduction of cancelled reports and certificates. | | Data collection.  Testing Procedures. |
| 1. Provide FDA certificate, TDS and MSDS to the sales team. | |
| 1. Perform raw material testing including the testing of pigments and additives. | | RM Evaluation and Testing.  Rate of new developments.  Testing Techniques.  Initiatives. | | Time Factor.  Resources.  Equipments.  Labs. |
| 1. Develop alternatives of different raw materials to reduce cost of the products and better result. | |
| 1. Research work on the development of new raw materials and testing procedures. | |
| 1. Generate PO, PR, and good issuance, entry of new RM and grades of BR in SAP. | | Completed POs  Cancelled PRs.  PO cycle time.  Emergency Purchase rate.  Late deliveries from suppliers. | | SAP |
| 1. Adjustment of the wasted/ rejected MB and pigment to make it useable. | | Rate of Waste Reduction. | | Recycling/Reuse |
| 1. Assure the quality of raw material. | | Rejected/Accepted 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. (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:** 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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