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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | | |  |
| JD Code: | **PCC-LAB / JD-001** | | | |
| Designation: | Assistant Manager-LAB | | | |
| Location: | Pakistan coating chemicals Pvt. Ltd. Unit 2, 338A Sundar Industrial Estate Lahore | | | |
| Grade/Level: | 07 | | | |
| Reports to: | Deputy Manager | | | |
| Department: | Lab | | | |
| Prepared/ Revised: | 1st Jan, 2020 | | | |
| **2. JOB PURPOSE:** | | | | |
| Develop and check quality of RM and finish products | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | **CRITICAL SUCCESS FACTORS** | |
| Develop new and cost effective RM | | Develop a data bank of alternative sources | Provide catalogues, data sheets and samples | |
| Evaluate the quality of finished goods and raw material received from store. | | Generate QC report | Provision of good quality material.  Provide standardized and calibrated machines to control the quality. | |
| Documentation according to ISO | | Retrieval & Access Time. | A separate record section is provided to maintain record files. | |
| Maintaining Lab Equipment in good Condition. | | Lab equipments are in good working order | Ensure the provision of material whenever need arises. | |
| Proper housekeeping of lab | | 5S implemented | 5S implementation, proper inspection and supervision | |

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| **4. JOB SPECIFICATIONS:** |
| **Education:** BSc Chemical/Polymer Engineering  **Required/Preferred Experience Required:** Fresh-1 year experience |
| **5. JOB CONTEXT:** |
| **Nature of business:** Colors & Chemicals Mfg  **Timings:** Morning shift  **Travel Requirement:** 05% |
| **6. COMMUNICATION & WORKING RELATIONSHIPS** |
| **Internal Relations:** with production, purchase, sales  External Relations: customers as when required |
| **7. DECISION MAKING AUTHORITY:** |
| * **Head of Department** |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** |
| * Technical, * Analytical, * Computer and interpersonal |

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| **9. APPROVALS:** | | |
| **Head of Department** | **Head**  **HR &OD Department** | **Chief Executive Officer** |
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| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby, fully understand and feel myself responsible for my Job Description as mentioned above and will put my best efforts & knowledge to achieve entire satisfaction of my Seniors in this regard. | | **Employee**  **Signature & Date** |