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**JOB SUCCESS PROFILE**

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| **1. JOB DETAILS:** | | |  | |
| JD Code: | **PCC-PROD / JD-001** | | | |
| Designation: | **Assistant manager production** | | | |
| Location: | Pakistan coating chemicals Pvt. Ltd. Unit 2, 338A Sundar Industrial Estate Lahore | | | |
| Grade/Level: | 07 | | | |
| Reports to: | **General Manager** | | | |
| Department: | Production | | | |
| Prepared/ Revised: | 1st Jan, 2020 | | | |
| **2. JOB PURPOSE:** | | | | |
| Production specialist position is responsible for designated aspects of the production, coordination and process tracking. Ensuring the issuing and tracking work orders, ensuring that required material is supplied to the production floor, as according to the production schedule & batch sheet. | | | | |
| **3.JOB OUTCOMES** | | **KEY PERFORMANCE INDICATORS** | | **CRITICAL SUCCESS FACTORS** |
| Make production plan according to SOs and follow it to deliver FG on time. | | On time delivery of finished goods.  Different phases of production are executed according to the given plan. | | Assure the provision of raw material when the demand is raised. |
| Generate production orders in SAP | | Generation on time | | Follow SOs at hand |
| Responsible to get raw material for production from RM store and produce material according to provided formulation | | Checklist of receivable raw material for production. | | Provision of demanded raw material on time. |
| Ensuring the filling, packing and dispatching of the finished goods to store after QC approval | | Record of wasting of material while dispatching it. | | Packing material should b of good quality.  Freight system should be good. |
| Train the workers in the production area and record their performances after certain period of time on the basis of their interest and participation. | | Performance appraisal of workers. | | Provision of such environment in which workers can easily understand the procedure. |
| Maintain inventory of NC material | | Separate storage and proper record | | Proper tagging |
| Equipment maintenance | | Reliability and validity of equipment.  No. of repairs in a specific period of time. | | Reliable products are used for cleaning and maintaining of equipment. |

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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:** store admin QC and maintainance etc  **External Relations:** Very rare as & when required | | |
| **7. DECISION MAKING AUTHORITY:** | | |
| * As instructed by the manager * Machinery maintenance or other preventive measure | | |
| **8. COMPETENCIES AND INTERPERSONAL SKILLS:** | | |
| •Teamwork Orientation.  •Technical Capacity.  •Thoroughness.  •Time Management.  •Flexibility. | | |
| **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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